

CITY OF COLLEGE PARK, MARYLAND

Request for Bid Proposals Public Works Modular Building RFP CP-16-01

Bid Documents

**Issued by
City of College Park, Maryland
Department of Public Works
Telephone: 240-487-3590
FAX: 301-474-0825**

Issue Date: Wednesday, September 9, 2015

**Mandatory Pre-Bid Meeting
Friday, September 18, 2015 at 10:00 a.m.
Place: Davis Hall, 9217 51st Avenue, College Park, MD 20740**

**Bid Submission
Date: Friday, October 9, 2015 at 2:00 p.m.
Place: Finance Department, 4500 Knox Road, College Park, MD 20740**

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I. ADVERTISEMENT AND BID REQUIREMENTS

The City of College Park, Maryland ("the City") requests sealed bid proposals from qualified current SMALL BUSINESS, U. S. General Services Administration (GSA) Modular Building Contract Holders, under NAICS Code 321992 (Prefabricated Wood Building) or 236220 (Commercial and Institutional Building Construction), to demolish and dispose of an existing 60 foot long x 28 foot wide, 12 foot high, double-wide trailer and design and install a permanent modular building and related work at the City's Department of Public Works, located at 9217 51st Avenue, College Park, MD 20740, as specified in the floor plans, drawings, specifications, site plans, project details, exhibits and all other contract documents (the "Contract Documents").

Two (2) complete sets of bid proposals must be submitted on the specified forms in a sealed envelope containing the Bidder's name and address, marked **Public Works Modular Building, RFP CP-16-01**, and delivered to the Finance Department, City of College Park, 4500 Knox Road, College Park, Maryland 20740 no later than **Friday, October 9, 2015 at 2:00 p.m.**, at which time the sealed bids will be opened and read publicly. Award of a contract will be made by the Mayor and Council of the City of College Park at a regular meeting.

A mandatory pre-bid meeting will be held on **Friday, September 18, 2015 at 10:00 a.m.** at Davis Hall, 9217 51st Avenue, College Park, MD 20740. At this meeting, Bidders may ask questions of staff and view the site.

A bid bond, equal to 5% of the bid amount, is required in connection with the submission of a bid.

Copies of the Contract Documents may be downloaded from the City's website at www.collegeparkmd.gov. The RFP package will be listed under the "Government" tab on the homepage, then click "Bids and RFPs". If you are unable to obtain the Contract Documents from the website, please contact the Finance Department, Monday-Friday 8:00 a.m.-5:00 p.m., at 240-487-3509 and select "Option 1".

The City of College Park is an Equal Opportunity Employer. Discrimination based on race, religion, sex, age, ethnicity, ancestry or national origin, physical or mental disability, color, marital status, sexual orientation, gender identity, genetic information, political affiliation or any other factors not related to the ability to perform the work is expressly prohibited.

The City reserves the right to reject any and all proposals in the best interest of the City.

The Project Manager for this project is Bob Stumpff, Director of Public Works, telephone 240-487-3590, FAX 301-474-0825, e-mail: rstumpff@collegeparkmd.gov.

II. INSTRUCTIONS TO BIDDERS

1. EXAMINATION OF CONTRACT DOCUMENTS AND SITE

Work described herein shall be designed and built in accordance with the approved Design/Build drawings, typical details, plans and specifications and all approved Contract Documents. All work must meet or exceed applicable standards established by the City.

Before submitting a bid, each Bidder must (a) examine the specifications provided by the City in Exhibit A thoroughly, (b) visit the site to familiarize himself with local conditions and on-going contracts that may in any manner affect performance of the Work, (c) determine to his own satisfaction the actual subsurface conditions including the character and type of soil and material he will encounter in the Work, (d) familiarize himself with federal, state, county and local laws, ordinances, rules and regulations affecting performance of the Work; and (e) carefully correlate his observations with the requirements of the City specifications contained in Exhibit A in preparing design of the modular building.

The submission of a proposal will constitute an incontrovertible representation by the Bidder that he has complied with every requirement. Failure to inspect the site will not relieve the Bidder of the obligation to furnish the material, equipment, and labor necessary to carry out the work bid, and to complete said work for the consideration and in the time set out herein.

Errors in preparation of the proposal will not relieve the Bidder from the terms thereof. Errors discovered after public opening cannot be corrected and the Bidder will be required to perform if the proposal is accepted.

2. MANDATORY PRE-BID MEETING

A mandatory pre-bid meeting will be held on **Friday, September 18, 2015 at 10:00 a.m.** at Davis Hall, 9217 51st Avenue, College Park, MD 20740. At this meeting, Bidders may ask questions of staff and view the site.

3. PREPARATION AND SUBMISSION OF BIDS

Bids shall be submitted on the attached forms and shall be filled out in full, in ink or by typewriter and manually signed. If changes and erasures are made, such changes and erasures shall be clear and legible, and shall be initialed by the person signing the Bid Proposal Form. Proposals made on any other than the specified bid forms will not be considered. Any changes not approved by the Project Manager will cause rejection of the proposal. Conditional proposals and proposals containing escalator clauses will not be accepted. Any proposed alternatives must be clearly noted in the bid.

Two (2) copies of the bid proposal forms must be included in a sealed envelope containing the Bidder's name and address, marked **Public Works Modular Building, RFP CP-16-01**, and submitted to the Finance Department, City of College Park, 4500 Knox Road, College Park, Maryland 20740 no later than **Friday, October 9, 2015 at 2:00 p.m.**, at which time they will be publicly opened and read.

Documents to be submitted with Bid include:

- Bid Proposal Form with itemized cost and unit prices, to include at minimum:
- Proposed Site Plan showing staging, etc.
- Proposed Foundation Plan
- Proposed Floor Plan
- Two Building Elevations (front and side)
- Proposed LEED Score Sheet (this will be used to define and compare how bidders plan to obtain LEED Silver certification)
- Certificate of Registration
- Information About the Bidder form
- Non-Collusion Affidavit
- Bribery Affidavit
- False Pretenses Affidavit
- Certificate of Non-Suspension
- Affidavit of Non-Conviction
- Tentative Construction Schedule
- Bid Bond

A Bidder may submit only one bid proposal. More than one proposal from an individual, firm or partnership, corporation or association under the same or different names will not be considered on any given Contract, and will be considered grounds for disqualification and/or rejection of the proposals involved, unless prior approval has been granted by the City.

No Bidder may withdraw his bid within 120 days after the opening thereof. Negligence on the part of the Bidder in preparing the Bid confers no right to the withdrawal of the Bid after it has been opened.

4. BID BOND

A bid bond is required in connection with a bid submittal. The bid bond should be on the form included in this RFP or a substitute acceptable to the City.

Each Bidder must furnish with his Bid a Bid Guarantee in an amount not less than 5 percent (5%) of the amount of his Bid. The Bid Guarantee shall be in the

form of a firm commitment, such as a postal money order, certified check or cashier's check, or bid bond payable to the City of College Park. The Bid Bond must be acceptable to the City.

5. INTERPRETATIONS

The mandatory pre-bid meeting is the appropriate forum for asking questions of staff as all potential Bidders will be present and can participate in the exchange of questions and answers. All questions about the meanings or intent, discrepancies or omissions of the Contract Documents not discussed at the pre-bid meeting shall be submitted in writing to Bob Stumpff, Project Manager, by Friday, September 25, 2015 at 3:00 p.m. Should the Project Manager deem it necessary, the City will issue an addendum to the RFP with the questions and answers. If issued, any addenda will be posted to the City's website. It shall be the responsibility of the Bidder to ascertain whether any addenda have been issued by checking the City's website. Bidder must acknowledge the receipt (or "None" if applicable) of any addenda on their Bid Proposal Form. No questions will be accepted after the September 25, 2015 deadline. Upon award of the bid, all questions concerning progress of the work shall be directed to the Project Manager.

6. CONTRACT TIME

Work under the Contract shall be completed in accordance with a construction time schedule mutually agreeable to the parties. Any request for adjustments to the identified project schedule shall be made to the Project Manager when Contractor becomes aware of anticipated delays in receipt of materials or adverse weather. Provisions for liquidated damages for failure to comply with the Contract Time are set forth in the General Provisions. Time is of the essence to this Contract.

7. SCOPE OF WORK

The work to be completed under this Contract shall include demolishing and disposing of an existing 60 foot long x 28 foot wide, 12 foot high, double-wide trailer and providing design plans for, and building, a permanent 56'0" x 66'0" nominal box size modular building and related work for an operations office building at the City's Department of Public Works, 9217 51st Avenue, College Park, MD 20740 in accordance with the specific floor plans, drawings, site plans, project details and exhibits and other design build documents provided by the Contractor. City specifications provided as part of this RFP to be included in the design/build scope of work are described in more detail in Section IV. Special Provisions and Exhibit A.

8. QUALIFICATIONS OF BIDDER

Only current SMALL BUSINESS, U. S. General Services Administration (GSA) Modular Building Contract Holders, under NAICS Code 321992 (Prefabricated Wood Building) or 236220 (Commercial and Institutional Building Construction), are able to submit a proposal for this project under the provisions of their GSA contract.

The following are qualifications and recommendations required for each Bidder as noted:

- a. **Required** – Contractor must be a current member of the U.S. General Services Administration (GSA), with a Contract held under NAICS Code 321992 (Prefabricated Wood Building) or 236220 (Commercial and Institutional Building Construction).
- b. **Required** - Contractor must have a current Maryland General Contractor's License (which is current and compliant) that allows total turnkey work by the specific Contractor submitting the bid.
- c. **Required** – Contractor, or contractor's agent, must have experience submitting for and acquiring modular building permits from Prince George's County, with additional experience working with Maryland-National Capital Park and Planning Commission (M-NCPPC).
- d. **Recommended** - Contractor is recommended to be a local Maryland General Contractor, with an office located within 500 miles of the project site.
- e. **Recommended** - Contractor is recommended to be a current member of the U.S. Green Building Council.
- f. **Recommended** - Contractor is recommended to be a current member of the Modular Building Institute.
- g. **Recommended** - Contractor is recommended to have one or more employees certified by the Modular Building Institute for commercial modular building installation work.

9. AWARD OF CONTRACT

The Contract will be awarded by the Mayor and Council of the City of College Park. In determining which proposal is best, the City will take into consideration, among other things, the bid price, and the experience, qualifications, references, responsibility and currently available facilities of the Bidder to perform the work. The City reserves the right to reject any or all proposals, and to exercise its sole discretion to best serve the interests of the City.

Except where the City exercises the right reserved herein to reject any or all proposals, the Contract will be awarded on a per unit price or lump sum basis, as is in the best interest of the City of College Park.

The City of College Park reserves the right to cancel the award of the Contract at any time prior to execution of the Contract without liability on the part of the City.

10. EXECUTION OF THE CONTRACT

The Bidder to whom the Contract has been awarded must execute a Contract substantially similar to the one attached within 15 business days after the award and submit such other documents as required by the Contract Documents, including a current insurance certificate listing the City of College Park as an additional insured for the duration of this project. Failure by the Contractor to execute the Agreement and submit such other documents as required by the Contract Documents shall be just cause for annulment of the Award.

If the Bidder to whom the award is made shall fail to execute the Contract and performance bond hereto attached, and as herein provided, the award may be annulled and the Contract awarded to the second lowest responsive and responsible bidder, and such bidder shall fulfill every stipulation embraced herein, as if he were the original party to whom the award was made, or the City of College Park may reject all of the bids, as its interest may require.

11. PERFORMANCE AND LABOR AND MATERIALS BONDS

The successful Bidder will be required to give Performance and Labor and Materials Bonds within 10 business days after the execution of the Contract. The Performance Bond shall be in the amount of 100% of the Contract Price and shall name the City as an insured, and shall be in a form and with a surety acceptable to the City. The Labor and Materials bond shall be in the amount of 100% of the Contract Price.

12. NOTICE TO PROCEED

After execution of the Contractor Agreement, the City will issue a Notice to Proceed. This Notice to Proceed will specify the date upon which work under this Contract may be initiated, and upon which the time provided in the Contract for performance of the work shall be commenced.

Materials ordered or work done on the site prior to the date set forth in the Notice to Proceed shall be at the Contractor's risk.

The Notice of Proceed shall specify the earliest date Contractor may initiate work. However, it does not require materials to be ordered or work to commence on that date.

13. CONTRACTOR LICENSE

Bidders are required under Section 17-602 of the Business Regulation Article, Annotated Code of Maryland, to show evidence of having obtained a construction license in the State of Maryland. The Bidder shall also obtain any other license or permit required by law.

14. CONSTRUCTION STAKEOUT

The Contractor shall furnish all necessary lines, grades, and construction stakeout as required to complete the project as per the approved Construction Documents.

15. APPROXIMATE QUANTITIES

The Bidder's attention is called to the fact that any quantities given are estimated quantities and are intended as a guide to the Bidder, but in no way bind or limit the City to the actual amount of work to be performed or the quantity of material to be furnished. Any estimates of quantities herein furnished are approximate only.

16. POWER OF ATTORNEY

Attorneys-in-fact who sign bid bonds or contract bonds must file with each bond a certified and effectively dated copy of their power of attorney.

17. UNBALANCED BID

Bidders are specifically warned against unbalancing their bids as this will render them liable for rejection.

18. MODIFICATION OF BID DOCUMENTS

The right is reserved, as the interests of the City may require, to revise or amend the Bid Documents prior to the date set for opening bids and to postpone the date set for opening bids. Such revisions, amendments and/or postponements will be announced by addendum, a copy of which shall be available to all prospective bidders on the City's website at www.collegeparkmd.gov, eMaryland Marketplace and findrfp.com.

19. RECEIPT OF ADDENDA

All bidders will be required to acknowledge receipt of any addenda on their Bid Proposal Form.

III. GENERAL TERMS AND CONDITIONS

A. DEFINITIONS

Wherever used in the Contract Documents, the following term shall be applicable to both the singular and plural thereof:

1. Addendum or Addenda - Written or graphic instruments issued prior to the Bid Opening of the Contract which modify or interpret the Contract Documents.
2. Approval - Written approval from the Project Manager.
3. Bid - The offer or proposal of the Bidder submitted in the prescribed manner on the prescribed form setting forth the prices for the Work to be performed.
4. Bidder - Any person, firm or corporation submitting a Bid for the Work.
5. Bonds - Bid Bond, Performance Bonds, Labor and Material Payment Bonds, Maintenance Bonds, and other instruments of security furnished by the Contractor and his surety in accordance with the Contract Documents.
6. Change Order - A written order to the Contractor signed by the Project Manager authorizing an addition, deletion or revision in the Work within the general scope of the contract Documents, authorizing an adjustment in the Contract Price or Contract Time.
7. City – City of College Park, Maryland
8. Commission - Washington Suburban Sanitary Commission or WSSC
9. Contract/Contract Documents - The Contract, including Request for Bid Proposals, Information for Bidders, Bid Form, Contract, Bonds, Notice of Award, Notice to Proceed, Change Orders, Drawings, Certificate of Substantial Completion, Standard Specifications, Addenda, General Provisions, Standard Details, Geotechnical Report, Proposal, Information Regarding the Bidder, Bidder's Questionnaire, Vendor's Certification, Financial Disclosure Statement, Corporate Acknowledgement, Supplemental General Conditions, Special Conditions, Special Provisions, and Federal Contract Provisions when appropriate.

10. Construction Manager - The authorized representative of the Project Manager assigned to make interpretations, clarifications and other instructions as to the intent of the Contract Documents.
11. Contract Price - The total monies payable to the Contractor under the terms and conditions of the Contract Documents.
12. Contract Specifications Book - A set of documents issued by the City of College Park for the Project which includes the Request for Bid Proposals, Information for Bidders, Bonds, Supplemental General Conditions, Special Conditions, Special Provisions, Addenda, technical specifications, drawings and other forms and attachments.
13. Contract Time - The specific date or the number of days stated in the contract for the completion of the Work.
14. Contractor - The person, firm or corporation with whom the City has executed the Contract.
15. Day - A calendar day of 24 hours lasting from midnight one day to midnight the next day.
16. Environmental Pollution - Presence and action of physical, chemical, biological, and human agents that adversely affect individual and community health and welfare; unfavorably alter or destroy ecosystems of importance to man; or degrade significant aesthetic and recreational values.
17. Field Order - A written order to the Contractor issued during construction by the Project Manager or his agent for interpretations, clarifications and other instructions as to the intent of the Contract Documents.
18. Inspector - The authorized representative of the Project Manager assigned to make detailed inspection of any or all portions of the Work or materials therefor.
19. Manufacturer - Any person or organization who changes the form of a commodity or creates a new commodity and supplies it for the Work at any time, but who does not perform labor at the site.
20. Notice of Award - The written notice of the acceptance of the Bid from the Mayor and Council of the City of College Park to the successful Bidder.

21. Notice to Proceed - Written communication issued by the Project Manager to the Contractor, authorizing him to proceed with the work and establishing the dates of commencement and completion of the work.
22. Prince George's County - Shall mean Prince George's County, Maryland and any department thereof.
23. Project - The undertaking to be performed as provided in the Contract Documents.
24. Project Manager - The Director of Public Works or his designee as a construction manager.
25. Provide - Means furnish and install as specified in Contract Documents.
26. Rock - Any indurated material that requires drilling, wedging, blasting, or other methods of brute force to excavate.
27. Special Provisions - Clauses contained under the heading Special Provisions setting forth the requirements peculiar to the specific work included in the Contract.
28. Specifications - Contract Documents under the contract.
29. Standard Specifications - Maryland Department of Transportation, State Highway Administration, "Standard Specifications for Construction and Materials", as amended.
30. Structure - Structural entity including, but not limited to, building, manhole, ductbank, tank, foundation, road, pavement, pipe conductor substation, pumping station.
31. Subcontractor - An individual, firm or corporation having a direct contract with the Contractor or with any other subcontractor at any time for the performance of a part of the work at the site.
32. Substantial Completion - That date as certified by the Project Manager and/or Construction Manager when the construction of the Project or a specified part thereof is sufficiently completed in accordance with the Contract Documents so that the Project or specified part can be utilized for the purposes for which it is intended.
33. Supplier - Any person or organization who supplies materials or equipment for the Work at any time, including that fabricated to a special design, duty who does not perform labor at the site.

34. Work - Any and all obligations, duties, and responsibilities necessary to the successful completion of the Project assigned to or undertaken by the Contractor under the Contract Documents, labor, materials, equipment and other incidentals and the furnishing thereof.

Whenever, in the Contract Documents, the words DIRECTED, REQUIRED, PERMITTED, ORDERED, DESIGNATED, PRESCRIBED or words of like import are used, it shall be understood that the direction, requirement, permission, order, designation or prescription of the Project Manager is intended. Similarly, the words APPROVED, ACCEPTABLE, SATISFACTORY or words of like import shall mean approved, acceptable or satisfactory to the Project Manager unless otherwise expressly stated.

B. ADDITIONAL INSTRUCTIONS AND DETAIL DRAWINGS

The work under this Contract shall be built of the materials, sizes, dimensions, on the lines and slopes, at the depths, and in the manner called for by the Contract Documents and/or shown on the Contract Drawings. or in accordance with such changes as may be approved from time to time during the progress of the work, as hereinafter provided.

The Contractor may be furnished additional instructions and detail drawings by the Project Manager as necessary to carry out the work required by the Contract Documents. The additional drawings and instructions thus supplied will become a part of the Contract Documents.

The Contractor shall carry out the work in accordance with the additional detail drawings and instructions.

C. SERVICE OF NOTICE

Any written communication, and any communication, notice, or order required by the Contract Documents to be in writing, may be served by electronic transmission, personal delivery, or be certified mail via the United States Postal Service, at the following addresses:

For the City:
Scott Somers, City Manager
City of College Park
4500 Knox Road
College Park, MD 20740

For the Contractor:

D. SCHEDULES, REPORTS AND RECORDS

A tentative construction schedule shall be included in the bid proposal, preferably in a Gantt chart. The Contractor shall submit to the Project Manager, in a timely manner, such schedules of quantities and costs, construction progress schedules, breakdown of lump sum items, reports, estimates, records and any other data, as requested by and acceptable to the Project Manager.

E. CONTRACT REQUIREMENTS

The Contractor shall furnish all labor, materials, tools, equipment and transportation necessary for the proper execution of the Work in accordance with the Contract Documents and all incidental work necessary to complete the Project in an acceptable manner, ready for use, occupancy or operation by the City.

F. MATERIALS, SERVICES AND FACILITIES

The Contractor shall do all of the work as stated in the Contract Documents. The Contractor shall provide and pay for all materials, taxes, labor, tools, equipment, light, power, transportation, supervision, temporary construction of any nature, and all other services or facilities of any nature whatsoever necessary to execute, complete and deliver the work within the specified time. Any temporary construction done to execute the work under contract shall be removed and the area shall be left in original condition or as specified in the Contract Documents. The Contractor shall complete the entire work together with such extra work as may be required, at the price fixed therefor, but at a total price not to exceed that provided for in this Contract, unless otherwise agreed in writing.

Materials and equipment shall be so stored as to insure the preservation of their quality and fitness for the work. Stored materials and equipment to be incorporated in the work shall be located so as to facilitate prompt inspection. The Contractor may request that materials required for this project be delivered to and stored at the College Park Public Works Facility, located at 9217 51st Avenue, College Park, Maryland 20740, and the Project Manager may approve this request prior to execution of the Contract.

The Contractor shall provide a proposed written plan for any storage of materials and equipment, which must be approved in writing by the Project Manager before commencement of the work.

All construction and storage sites shall be kept clean and free of debris and trash. The Contractor shall provide sufficient trash receptacles with lids for use by its employees on site. The receptacles shall be emptied on a regular basis at Contractor's expense, with the contents disposed of properly.

Manufactured articles, materials and equipment shall be stored, applied, installed, connected, erected, used, cleaned and conditioned as directed by the manufacturer and as approved by the Project Manager.

G. PATENTS

The Contractor shall indemnify and save harmless the City from all suits, actions and damages or costs to which the City may be subjected by reason of the use of any patented article or process in the work under this Contract.

H. SURVEYS, PERMITS, LAWS AND REGULATIONS

1. SURVEYS - Unless otherwise specified, Contractor will furnish all boundary surveys and establish all baselines for locating the principal component parts of the work together with a suitable number of bench marks adjacent to the Work as shown in the Contract Documents.
2. PERMITS - Permits and licenses of a temporary nature necessary for the performance of the work such as plumbing and electrical permits shall be secured and paid for by the Contractor unless otherwise stated in the Contract Documents.

The Contractor shall give all notices and comply with all permits, laws, ordinances, rules and regulations applicable to the conduct of the work as drawn and specified. If the Contractor observes that the Contract Documents are at variance therewith, he shall promptly notify the Project Manager in writing.

If any permit, license, or certificate expires, or is revoked, terminated or suspended, as a result of any action or omission on the part of the Contractor, he shall not be entitled to any additional compensation, nor to any extension of the completion date, by reason thereof.

3. LAWS AND REGULATIONS - The Contractor and his agents, servants, and employees shall strictly comply with the ordinances and regulations of the City, and all other applicable laws, when performing the work on this

project. The Contractor shall protect and indemnify the City and its officers, employees and agents, against any claim or liability arising from or based on the violation of any such law, ordinance or regulation, whether by himself or by his agents, servants, or employees.

I. PROTECTION OF WORK, PROPERTY AND PERSONS

1. GENERAL - The Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work according to the accepted practices, and applicable rules, regulations and laws. The Contractor shall take all necessary precautions for the safety of, and shall provide the necessary protection to prevent damage, injury or loss to, all employees on the work and other persons who may be affected thereby, all the work and all materials or equipment to be incorporated therein, whether in storage, or on or off the site, and other property at the site or adjacent thereto, including trees, shrubs, lawns, walks, pavements, roadways, structures and utilities not designated for removal, relocation or replacement during the entire course of construction.

In case of suspension of work for any cause whatever, the Contractor shall be responsible for the Project and shall take such precautions as may be necessary to prevent damage to the work, and provide for proper drainage, and shall erect any necessary temporary structure, signs, or other facilities at his expense. During such period of suspension of work, the Contractor shall properly and continuously maintain in acceptable growing condition all living material in newly established plantings, seedings and sodding furnished under this Contract, and shall take adequate precautions to protect new growth and other important growth against injury.

The Contractor shall comply with all applicable laws, ordinances, rules, regulations and orders of any public body having jurisdiction. The Contractor shall erect and maintain, as required by the conditions and progress of the work, all necessary safeguards for safety and protection. The Contractor shall notify owners of adjacent utilities when prosecution of the work may affect them.

2. ACCIDENT PREVENTION - Precaution shall be exercised at all times for the protection of persons and property. The safety provisions of applicable laws, building and construction codes shall be observed. Machinery and equipment and other hazards shall be guarded in accordance with the safety provisions of the most recent version of the Manual of Accident Prevention in Construction, as published by the

Associated General Contractors of America, to the extent that such provisions are not inconsistent with applicable laws and regulations.

3. **LIGHT, RAILINGS AND WATCHMEN** - The Contractor shall place sufficient lights to light the work and work area to protect workers and public, and shall erect suitable railings, fences or other protection around the work zone, and provide all watchmen during the work, at all times, if they become necessary for the public safety. The Contractor shall place proper guards and lights for the prevention of accidents during and after delivery of materials and supplies, and shall at all times take all necessary precautions to avoid accidents or injury to persons or property.

The Contractor shall, upon notice from the Project Manager that he has not satisfactorily complied with the foregoing requirements, immediately take such measures and provide such means and labor to comply therewith as the Project Manager may direct. The Contractor shall not be relieved of his obligations under the Contract by any such notice or directions given by the Project Manager, or by his neglect, failure or refusal to give such notice or directions. In case the Contractor shall not comply with any order with respect to guarding the work, or public and private properties, the Project Manager may provide the required protection and the cost thereof will be deducted from any monies due or to become due the Contractor under the Contract Documents. The Contractor shall not be relieved of his obligations under the Contract Documents by any such action of the Project Manager.

4. **CARE AND PROTECTION OF WORK** - From the commencement of the Contract until its completion, the Contractor shall be solely responsible for the care of the work and all injury or damage to same, from whatever cause, shall be made good by him, at his own expense, before the final estimate is made. The Contractor shall provide suitable means of protection for all materials intended to be used in the work and for work in progress, as well as for completed work.
5. **PROTECTION OF STRUCTURES FROM MATERIALS** - It shall be the responsibility of the Contractor to adequately protect the adjacent structures during the course of the project. The Contractor may use any protection method that is a normal practice. If any of the structures are defaced, they shall be repaired at the Contractor's expense.
6. **INJURY TO PROPERTY** - In case of any direct or indirect damage done to public or private property by or because of the work, or in consequence of any act or omission on the part of the Contractor, his agents, servants or employees, the Contractor shall, at his own cost and expense, restore such property to a condition similar or equal to that existing before such damage was done. In case of failure on the part of the Contractor to so

restore such property or properties, the cost of such restorations shall be deducted from any monies due or to become due the Contractor under the contract, or the City may deduct from any monies due the Contractor, a sum sufficient, in the judgment of the Project Manager, to reimburse the owners of the property so damaged. This remedy shall be in addition to, and not in place of, any other remedy allowed by law.

J. CHANGES IN THE WORK

1. INCREASE OR DECREASE OF QUANTITIES - The City reserves the right to increase or decrease the quantity of materials to be furnished or of work to be done under this Contract whenever it is deemed advisable or necessary. Such increase or decrease shall in no way void this Contract and the total price of the contract shall be adjusted accordingly. The City reserves the right to increase or decrease quantities based on a per unit price for the specific item, amount, or work requested without affecting the contract prices for any item or remaining work. Unit prices shall not be increased or decreased regardless of changes in quantity and shall be based solely on the unit price quotation.
2. ALTERATIONS - The City reserves the right to change the alignment, form, length, dimensions or materials of the work under the Contract whenever any conditions or obstructions are met that render such changes desirable or necessary. In the event such alterations make the work less expensive for the Contractor, a proper deduction shall be made from the Contract price and the Contractor shall have no claim on this account for damages or for anticipated profits on the work that may be dispensed with. In the event such alterations make the work more expensive for the Contractor, a proper addition shall be made to the Contract price as shall be determined by the Project Manager.
3. IMPLIED WORK - All incidental work required by the Contract Documents for which no payment is specifically provided and any work or materials not therein specified which are required to complete the work, and which may fairly be implied as included in the Contract and which the Project Manager shall judge to be so included, shall be done or furnished by the Contractor without extra compensation.
4. EXTRA WORK - The Contractor shall do such extra work as may be ordered by the Project Manager in writing. No claim for extra work shall be considered or allowed unless the said work has been so ordered. The extra work will be paid for on the basis of the unit prices agreed upon in the Contract Documents. In the event the extra work is not priced by unit in the Contract Documents, then the payment shall be as agreed upon by

the Contractor and the Project Manager. The amount to be paid to the Contractor for extra work shall be determined in the following manner:

- a. Wages of necessary day laborers and foremen actually employed on extra work, for such time as they are so employed, plus 15 percent.
- b. Actual purchase price, as paid by the Contractor for materials actually incorporated into the extra work, plus 0 percent.
- c. Actual rental price for vehicles equipment or machinery, as paid by the Contractor for their use in connection with extra work, plus 0 percent.

Payment for extra work shall not include an allowance for the time of superintendents, timekeepers, water-boys, flagmen or of any workmen or foremen not employed upon the extra work in question for a definitely and easily ascertainable period, or for insurance of employees or the public, or the use, maintenance or repair of tools or for the maintenance, operation and repair of machinery, or office accounting, project management or administrative expense, or any rent, interest, depreciation or bonding costs, or any other overhead, collateral or estimated expense, or any profit, and the costs of all such items shall be deemed to be included in the said allowance of 15 percent on labor.

All extra work shall be done as economically and expeditiously as possible, and under sufficient but not disproportionate supervision. Labor shall be furnished at the current rates and materials shall be charged at the lowest market prices. The City may, at its option, furnish any material required for extra work and the Contractor shall not be entitled to any allowance or percentage on materials so furnished. Likewise, the City may supply any necessary machinery or equipment and the Contractor shall not be entitled to any allowance thereupon.

Separate itemized statements and itemized bills, covering the extra work done in each month on each order for extra work shall be delivered to the Project Manager before the 5th day of the following month. All bills shall include vouchers showing the cost of materials supplied by the Contractor that have been actually incorporated into such extra work. The Contractor shall permit such examination of his books, bills, vouchers and accounts as the Project Manager may require in checking bills for extra work.

The decision of the Project Manager shall be final and binding upon all questions relating to extra work. If it is determined that any extra work bill

is unreasonable or improperly performed, the Project Manager shall be empowered to require its revision and adjustment in accordance with such terms as they shall judge to be fair and reasonable.

The Project Manager will certify to the City those bills for authorized extra work, submitted in approved form and by the prescribed date, for which he recommends payment. Payment for approved extra work completed under the Contract during any month shall be subject to all the provisions of the Contract relating to the payment of current estimates. Should the work under any extra work order remain uncompleted during any month, the payment shall not be made until the correct estimate is determined for the month, or the entire work under said extra work order is completed. The Contractor shall not be entitled to any claim for interest on any bill for extra work on account of delay in its approval.

All approved extra work shall be considered a part of the Contract and shall be subject to all of the provisions thereof.

In case of neglect or refusal on the part of the Contractor to perform any required extra work, or to make satisfactory progress in its execution, the City may invoke the provisions of "O. Waiver of Contract and Right of Recovery of this Section". The Contractor shall not interfere with the prosecution of such work by the City.

During the progress of the extra work the Contractor shall carry forward all other parts of the work under the Contract, and may suspend any other part of the work only as approved by the Project Manager. No claim by the Contractor for extra compensation shall thereby be allowed. The Contractor, however, shall be entitled to an extension of time to the extent that the Project Manager shall certify that the work done under the Contract has been delayed by the performance of said extra work, provided that a claim for such extension shall be submitted in a timely manner.

K. TIME FOR COMPLETION AND LIQUIDATED DAMAGES

1. EXTENSION OF TIME - If the amount of work done under the Contract is greater than indicated by the statement of quantities, or if the Contractor is materially obstructed or delayed in the procedure of the work by delay on the part of the City, the Contractor shall be entitled to such extension of the Contract time for the completion of the work, or any phase of the work, as the Project Manager shall certify in writing to be just and proper. A claim for such extension shall be made by the Contractor by a written notice sent to the Project Manager within 10 days after the date when such alleged cause for extension of time occurred. The notice shall state

specifically the amount of delay that the Contractor is claiming. If said statement, thus made out, is not received within the prescribed time, the claim for extension of time shall be forfeited and invalid.

No extension of time will be granted for ordinary delays, weather conditions or minor accidents.

2. **DEFAULT IN COMPLETION** - The Project Manager shall determine the number of working days that the Contractor is in default in completing the Contract, or any of its phases, within the specified period of time, and shall certify same to the City in writing. For each day so certified, the Contractor shall pay to the City the sum of \$500.00 per day, which sum is hereby agreed upon, not as a penalty, but as liquidated damages which the City will suffer by reason of such default, as the actual damage is difficult to quantify. The City, in its discretion, may extend the time for completion of the work beyond the Contract Time. The City shall be fully authorized and empowered to deduct and retain the amount of any such liquidated damages for each day that the Contractor shall be in default in completing the work after the time fixed in the Contract, or after any later date to which the time for completion may have been extended, from any monies due or to become due to the Contractor under the Contract at any time after such default has occurred. The permitting of the Contractor to finish the work or any part of it after the time fixed for its completion, or after the time to which completion may have been extended, shall in no way operate as a waiver on the part of the City of any of its rights under the Contract.

L. EXECUTION OF WORK

1. The execution of work under this Contract shall not commence until the Contractor has received a written Notice to Proceed, signed by the Project Manager, and the work shall begin within 10 working days of receipt and be carried on continuously to completion, subject to such suspensions as are provided for herein. The progress of the work shall be at a rate sufficient to complete the Contract, and its phases, in an acceptable manner within the time specified. If it appears that the rate of progress is such that the Contract is not being executed in a satisfactory and workmanlike manner, the Project Manager may order the Contractor to take such steps as he considers necessary to complete the contract within the time provided, or to prosecute the work in a satisfactory matter. The Contractor shall prepare and submit a written construction schedule, indicating the manner and order in which the work is to be accomplished, prior to beginning construction. The schedule must be approved by the Project Manager.

2. SUPERVISION AND DIRECTION OF WORK - The Contractor shall supervise the Work. The Contractor is solely responsible for the means, methods, techniques, sequences and procedures of construction. At all times when work is progressing within the City, the Contractor shall provide one or more supervisors on site who are capable of communicating with all parties involved. The supervisor(s) shall be designated by the Contractor in writing, and shall have full authority to act on behalf of the Contractor, to bind the Contractor, and to stop work. Communications given to the designated supervisor(s) shall be as binding as if given to the Contractor. In the absence of a supervisor on site, no work on the project will proceed. A fine of \$200.00 shall be assessed against the Contractor for each occasion on which a designated supervisor is not present on site as required.

While it is intended that the Contractor shall be allowed, in general, to carry out the Contract in accordance with the approved schedule, the Project Manager shall have the discretion to direct the manner in which the work shall be prosecuted, and may exercise such general control over the conduct of the work at any time or place as shall be necessary to safeguard the interests of the City. The Contractor shall have no claim for damages or extra compensation by reason of any such change in scheduling or conduct of the work. The Contractor shall immediately comply with any and all orders and instructions given by the Project Manager, provided however that nothing herein contained shall be considered such an assumption of control over the work by the City or the Project Manager as to relieve the Contractor of any of its obligations or liabilities under this Contract.

3. LINES, GRADES AND ELEVATIONS - Unless otherwise specified the Project Manager will give all necessary lines, grades and elevations for the guidance of the Contractor and the Contractor shall conform his work thereto. Such lines, grades and elevations will be given as needed, but if for any reason minor delays should occur, the Contractor shall have thereby no claim for damage or extra compensation.

The Contractor shall preserve and maintain the position of all stakes, grade-boards and lines until authorized to remove same. If the Contractor fails to do so, any stakes or grade-boards that are moved shall be reset at the Contractor's expense. The Contractor shall furnish, when required, all necessary materials, labor and assistance, except for Project Manager assistance, for the setting of all stakes, grade-boards, line forms, etc., which may be required for the proper construction of the work.

Any work done without utilizing lines, levels and instructions provided by the Project Manager or without the supervision of any inspector will not be estimated or paid for except when such work is authorized by the Project Manager. Work so done without lines, levels, and instructions of the Project Manager or without supervision of an inspector may be ordered removed and replaced at the Contractor's cost.

4. NOTIFICATION OF PROJECT MANAGER - The Contractor must notify the Project Manager or his representative at least 24 hours prior to commencing work, if work has been suspended for any reason other than normal non-working days. Failure to so notify the Project Manager may result in material or work being declared unsatisfactory and being removed or redone at the Contractor's expense. The Contractor must obtain written approval from the Project Manager or his representative at least 24 hours prior to suspending work, except for normal non-working days. In the event that work that scheduled commencement or suspension of work is delayed by inclement weather, the Project Manager must be notified immediately. The sum of \$50.00 for each such failure to notify shall be assessed against the Contractor. The monies will be deducted from any monies due to the Contractor under the Contract.
5. SATURDAY, SUNDAY AND HOLIDAY WORK - No material may be placed on Saturdays, Sundays, or holidays, or after 5:00 p.m. on workdays, without the written consent of the Project Manager. A violation of this requirement may result in the removal of material at the Contractor's expense.
6. MAINTENANCE OF TRAFFIC - The Contractor shall carry on the work in such a manner so as to cooperate with all pedestrian and vehicular traffic in the vicinity. Access to the site for contractor equipment shall be arranged with the City prior to the beginning of work.
7. WATER SUPPLY - The Contractor shall provide at his own expense such quantities of clean, potable water as may be required for any and all purposes under this Contract.
8. SANITARY ARRANGEMENTS - Approved sanitary conveniences for the use of laborers and others employed on the work, properly screened from public observation, shall be furnished and maintained at the Contractor's expense. The collections in the same shall be disinfected or removed on a regular basis.
9. WORKMANSHIP - All materials furnished and all work done shall be of the quality and character required by the drawings and/or Contract

Documents. Where no standard is specified, such work or materials shall be of a kind acceptable to the Project Manager. Any unsatisfactory materials furnished or work done at whatever time they may be discovered, shall be immediately removed and satisfactorily replaced by the Contractor when notified to do so by the Project Manager. If the Contractor shall neglect or refuse to remove such unsatisfactory work or material within 48 hours after the receipt of the notice to do so, or if he does not make satisfactory progress, the Project Manager may cause said work or material to be removed and satisfactorily replaced by other means. The expense thereof shall be charged to the Contractor. Such expense shall be deducted from any monies due or to become due to the Contractor under the Contract. Upon completion of the Contract, the entire work shall be delivered to the City in a satisfactory working condition.

10. ADJUSTMENT OF STRUCTURES - It shall be the Contractor's responsibility well in advance of the beginning of work to notify all public utility corporations, municipal bureaus or owners to make all necessary adjustments to public utility fixtures and appurtenances within or adjacent to the limits of the construction. Unless otherwise specified, these adjustments will be made by the owners and in advance of construction.
11. EMPLOYMENT OF SKILLFUL WORKMEN - The Contractor shall employ only competent, skillful workers to do or supervise the work. Whenever the Project Manager shall, in writing, notify the Contractor that any person employed on the work is, in his opinion, incompetent, disobedient, disorderly, discourteous or otherwise unsatisfactory, such person shall be removed and shall not again be employed on the work except with the consent of the Project Manager.
12. TIMBER AND BRUSH - All brush and/or timber cut during the course of work shall be removed from the work site in a timely fashion unless otherwise directed.
13. CONSTRUCTION OUTSIDE CITY PROPERTY - Where construction may occur outside City property, the Project Manager will obtain the permission from the owner to occupy the property during construction. The Contractor shall confine his operations strictly within the limits of the City property, unless he has the written permission of the owner of the property to occupy additional ground. Trees within the limits of the City property shall not be cut down without the written permission of the Project Manager.

The Contractor shall so conduct his work that there will be a minimum of disturbance of adjacent properties crossed. Fences shall be disturbed as little as possible and, if damaged or removed, shall be replaced to the satisfaction of the owner.

14. CONSTRUCTION IN VICINITY OF TREES – The City has control over trees in public areas such as roads, streets and public rights of way. Permission for roadside trees that require removal, within the work area, must be obtained from the City Roadside Tree Expert prior to removal. Any other trees may be cut down only with the written permission of the Project Manager or other owner of the property. The Contractor shall exercise due care not to unnecessarily injure any trees.

All required tree pruning, needed to complete mechanical driving of posts, shall be the responsibility of the City.

15. UTILITIES - The Contractor shall be responsible for contacting all agencies relative to their installations and for locating them in the field. The Contractor shall be prepared to modify operations in order to accommodate utilities and shall bear the expense of all repairs to utilities damaged as a result of activities undertaken as part of the project.

M. REMOVAL OF DEFECTIVE WORK AND CONDEMNED MATERIAL

1. DEFECTIVE WORK - Neither the inspection or supervision of the work, nor the presence or absence of any employee of the City during the execution of any part of the work, shall relieve the Contractor of any of his obligations under the Contract or of conforming his work to the lines, grades and elevations given by the Project Manager. Defective work shall be made good and unsuitable material will be rejected, notwithstanding that such work and material may have been previously overlooked and accepted or estimated for payment. If the work or any part thereof shall be found defective or to have been damaged at any time before the final acceptance of the whole work, the Contractor shall make good such defective and damaged work at his own cost, even though said defect or injury may not have been due to any act, default or neglect on the Contractor's part. All materials shall be carefully examined by the Contractor for defects just before placing, and any material found defective shall not be placed in the work.
2. REMOVAL OF CONDEMNED MATERIAL - If any material brought upon the site or selected for use in the work shall be condemned by the Project Manager as unsuitable or not in conformity with the Contract Documents, the Contractor shall forthwith remove it from the City. Condemned materials not removed within 48 hours after the receipt of notice by the

Contractor, may be removed by the City and the cost of said removal shall be deducted from any monies due or to become due to the Contractor under the Contract.

N. SUSPENSION, ABANDONMENT OR DELAY IN THE WORK

1. SUSPENDING WORK - The City may suspend the whole or any part of the work under this Contract, if in its judgment such action is necessary or advisable.
2. ABANDONMENT OR DELAY IN THE WORK - If the work under this Contract shall be abandoned by the Contractor, or if at any time the Project Manager shall determine, that the performance of the Contractor is unnecessarily or unreasonably delayed, or that the Contractor is violating one or more provisions of the Contract, or is executing the same in bad faith, or if the work is not fully completed within the time allowed for it completion, together with such extensions of time as may have been granted, the City, by written notice, may order the Contractor to discontinue all work under the Contract, or any part thereof. Upon receipt of such notice, the Contractor shall discontinue the work, or such part thereof, and the City shall have the right to complete said work and charge the Contractor for same. The City may deduct the entire cost of said work from any monies due or to become due the Contractor under the Contract. For such completion of the work, the City may take possession of and use any or all materials, tools, machinery and appliances found on the site of the work.

When any part of the Contract is carried out by the City under this section, the Contractor shall continue the remainder of the work in conformity with the terms of the Contract and in such manner as not to interfere with the workmen employed by the City.

O. WAIVER OF CONTRACT AND RIGHT OF RECOVERY

1. WAIVER OF CONTRACT - Neither the acceptance of the whole or any part of the work by the Project Manager or the City or any of its employees, or any order, measurement or certified by the Project Manager, or any order of the City for the payment of money, or any payment by the City for the whole or any part of the work, or any extension of time, or any possession taken by the City or its employees, shall operate as a waiver of any portion of the Contract or of any power therein reserved to the City, or any right to damages therein provided. Nor shall any waiver of any breach of the Contract be held to be a waiver of any other or subsequent breach.

2. **RIGHT OF RECOVERY** - The City shall not be precluded or estopped by any certificate made or given by the City or any of its agents, servants, or employees, under any provision of the Contract, from showing the true and correct amount and character of the work done and materials furnished by the Contractor or any other person under the Contract, at any time before or after the final completion and acceptance of the work and payment therefore, or from showing at any time that any such certificate is untrue and/or incorrect or improperly made in any particular, or that the work, or any part thereof, does not in fact conform to the Contract Documents. Notwithstanding any such certificate, or payment made by reason thereof, the City shall not be precluded or be estopped from demanding and recovering from the Contractor such damages as it may sustain by reason of his failure to comply with the terms of the Contract.

P. **USE OF THE PREMISES**

The City of College Park will have the right to enter the premises for the purpose of doing work not covered by the Contract Documents. This provision shall not be construed as relieving the Contractor of the sole responsibility for the care and protection of the Work or the restoration of any damaged work.

Prior to substantial completion, the City may use any completed or substantially completed portion of the work. Such use shall not constitute an acceptance of such portions of the work.

Q. **PAYMENTS TO THE CONTRACTOR**

1. **CURRENT ESTIMATES** - The Project Manager will prepare, on a monthly basis, his written estimate of the amount of work completed under the Contract. Such estimate may be approximate and shall be subject to correction in later estimates. Current estimates shall not contain any allowance for materials delivered upon the site of the Work but not incorporated therein, and the Contractor shall not be entitled to receive any payment therefor.

Upon approval by the Project Manager, the City will pay to the Contractor up to 95% of the total amount of the estimate, provided, however, that the City may retain out of any such payments any or all sums it is authorized to retain by the terms of the Contract and/or any applicable law. The City shall be entitled to retain an additional 5% of the estimate pending receipt from the Contractor of any certificates required by the Project Manager from utilities. Further, payments on current estimates may be withheld at any time if, in the judgment of the Project Manager, the Contractor is not in compliance with the terms of the Contract.

2. **MEASUREMENT OF WORK AND MATERIAL** - All quantities, work and material to be paid for will be measured and determined by the Project Manager in his sole discretion, according to the specifications, drawings, additional instructions in writing, and detail drawings that may be given to carry out the work required by the Contract Documents. No allowance will be made for any excess above the quantities required by the specifications, additional instructions in writing, and detail drawings on any part of the Work, except where such excess material has been supplied or work done by order of the Project Manager and in the absence of default or negligence on the part of the Contractor. Should the dimensions of any part of the work or of the materials be less than those required by the drawings or the directions of the Project Manager, only the actual quantities placed will be allowed in the calculations of the total price to the City.
3. **EVIDENCE OF PAYMENT** - The Contractor shall certify to the City within 10 days after the final completion and acceptance of the whole work under the Contract, that all persons, partnerships and corporations who have done work or furnished materials under the Contract, or in or about the work contracted for, have been fully paid or secured. In the event such evidence is not furnished by the Contractor, such amount as may be deemed necessary by the City to pay such claims may be retained by the City out of any money due the Contractor under the Contract until such claims have been fully discharged.
4. **FINAL ESTIMATE AND RETAINAGE** - When the Project Manager shall deem that the Contractor shall have fully completed the work under the Contract, he shall make a written final estimate based upon actual measurements, of the whole amount of authorized work done by the Contractor and of the value thereof under the terms of the Contract, and shall certify to the City the completion of the work and the amount of the final estimate. All current estimates are subject to correction in the final estimate. The Project Manager's measurements upon which the final estimate is based, shall be deemed to be, and shall be, final and conclusive.

Upon approval of the final estimate, the City will notify the Contractor, in writing, of the acceptance of the work and transmit to him a copy of the final estimate. Out of the amount representing the total of the final estimate, the City shall deduct 5%, which shall be in addition to any and all other amounts which under the Contract it is entitled or required to retain, and shall hold said sum for a period of 6 months from and after the date of payment of the final estimate. Such part as may be necessary, or all of

said retained sum, shall be applied to any expense which may be deemed to have been caused by failure of the Contractor to comply with the terms of the Contract, or to any breach of the Contract on the part of the Contractor. The City shall be empowered to make any required repairs or renewals during said period without notice to the Contractor if it shall judge such action to be necessary, or if after notice, the Contractor shall refuse or neglect to do said required work or make satisfactory progress thereon within such period as the Project Manager shall consider necessary or reasonable. Further, the City is entitled to retain 5% of said sum pending receipt from the Contractor of any certification required by the Project Manager from utilities. In addition, the City shall retain those sums equal to any outstanding unpaid amounts claimed by any suppliers, sub-contractors, or others for labor or materials contributed to the work.

Within 15 days after the approval of the final estimate, the City will pay to the Contractor those sums remaining after the deductions as set out herein.

5. FINAL PAYMENT - Upon the expiration of the aforesaid period of 6 months succeeding the payment of final estimate, the City will pay to the Contractor all sums reserved or retained, less such amounts as it may be entitled under the provisions of the Contract to permanently retain.

R. ACCEPTANCE OF FINAL PAYMENT AS RELEASE

TERMINATION OF CITY'S LIABILITY - The acceptance by the Contractor of the final payment shall release the City and every officer, employee and agent thereof, from all claims by the Contractor made for work and/or materials provided under the Contract.

S. LIABILITY INSURANCE

- A. The Contractor shall provide proof of compliance with State law as to workers' compensation and unemployment insurance, and of adequate comprehensive general liability insurance (bodily injury of \$1,000,000 for each occurrence / aggregate; property damage of \$500,000 for each occurrence / aggregate), automobile fleet coverage (\$1,000,000 for each occurrence / aggregate; property damage of \$500,000 for each occurrence / aggregate) and professional errors and omissions insurance with policy limits of not less than \$1,000,000.00 each occurrence/aggregate. The Contractor shall indemnify and save harmless the City, its officers, agents, servants, and employees, from all suits, actions, and damages or costs of every kind and description arising directly or indirectly out of the performance of the Contract, including attorneys fees, whether caused by actions or omissions on the part of the Contractor, its agents, servants and employees, or to other causes.

Any special hazards, such as blasting, shall be covered by a rider or riders to the Public Liability and/or Property Damage Insurance policy or policies to cover any special hazards which may develop in the course of the work with such companies and in such amounts as may be approved by the City.

The City shall be named as an additional insured on the Comprehensive General Liability Insurance, the Automobile Fleet Insurance, and the Property Damage Insurance.

A Certificate of Insurance shall be provided to the City by the Contractor within 10 business days after the award of the contract. The Certificate shall demonstrate that the Contractor has complied with the requirements of this section and be in a form acceptable to the City.

T. WORKMANSHIP GUARANTEE

The Contractor shall warrant all of the work performed under this Contract for a period of 1 year after the date of conditional acceptance thereof by the City.

In the event the Contractor neglects to make such repairs as required during the guarantee period, the Project Manager may cause such damage to be repaired and made good at the cost of and expense of the Contractor.

Upon the expiration of the guarantee period, the Project Manager shall make a final inspection of the entire work and upon completion of all repairs which may appear at that time to be necessary in the judgment of the Project Manager, she shall certify to the City in writing as to the final acceptance of the entire work.

U. RESOLUTION OF CONTRACT QUESTIONS

The Project Manager shall decide any and all questions which may arise as to the quality and acceptability of materials furnished and work performed and as to the manner of performance and rate of progress of the work and shall decide all questions which may arise as to the interpretation of any or all plans relating to the work and of the specifications and all questions as to the acceptable fulfillment of the Contract on the part of the Contractor; and the Project Manager shall determine the amount and quantity of the several kinds of work performed and materials which are to be paid for under the Contract and such decision shall be final and conclusive, in case any question shall arise, shall be a condition precedent to the right of the Contractor to receive any money due under the Contract. Any doubt as to the meaning of the wording of the specifications, Contract, the intent of the plans and all directions and explanations requisite or

necessary to complete the work, or make definite any of the provisions of the specifications, Contract or plans and to give them due effect, will be interpreted by the Project Manager. The decision of the Project Manager shall be final.

IV. SPECIAL PROVISIONS

A. SCOPE

General Project Description:

Contractor shall demolish and dispose of an existing double-wide trailer and provide the design for and build a permanent modular building and related work in accordance with the City of College Park, Department of Public Works provided floor plans, drawings, specifications, site plans and project details, as more particularly described in Exhibit A. This building must be provided as a NEW “turn-key” installation with all utilities to be run from the utility source to final connections to the modular, in which the building shall be fully functional with access and occupancy by project completion. Contractor is responsible to design, engineer, submit and secure the modular building permit and occupancy for NEW permanent construction. Permit work shall include site plan, storm water management, erosion controls, building and other plans, reports and documentation required to secure the building permit from Prince George’s County and the City of College Park. This project is considered a fast-track project and time is of the essence.

The scope of work includes:

- A) Design, engineer and construction of a complete NEW modular building, with the building meeting all State of Maryland and Prince George’s County local codes, whereas the building is to be reviewed, signed and sealed by a Maryland Registered Professional Engineer or Architect. Contractor must provide a 50% drawing set of plans for approval by the City within sixty (60) days of execution of the contract. This set of plans must include the final floor plan, foundation plan, retaining wall layout, all utility locations, four elevations and the portico design.
- B) Complete design/build, engineer and draw the site plan as required for building permit and other approval submissions, signed and sealed by a Maryland Registered Professional Engineer and/or Architect as required. This is to include storm water management, retaining wall plan and details, and erosion and sediment control plans and submittals, as required.
- C) Contractor to assist the City of College Park, Department of Public Works with all Mayor and Council review and approval meetings; as well as any zoning code documents, drawings and submittals required by Prince George’s County or M-NCPPC.
- D) Contractor to complete a geotechnical investigation of the site and provide an official geotechnical report reviewed, signed and sealed by a Maryland Registered Professional Engineer (site specific)

- E) Contractor to complete design/build, engineering, and plans signed and sealed by a Maryland Registered Professional Engineer (site specific). Building foundations to be constructed as specified in 2.1.1. Contractor is to provide a preliminary recommended foundation plan with their proposal.
- F) Contractor to complete, apply for and obtain all building, demolition, utility and other project permits as required by Prince George's County and the City of College Park, related to the scope of work. The City will obtain all zoning approvals for the construction of the building and the Contractor will assist and support the City with all zoning code documents, drawings and submittals as required by Prince George's County and the City of College Park. Contractor is responsible for securing all permits, implementing all inspections and all documentation as required by Prince George's County and the Maryland-National Capital Park and Planning Commission and the City of College Park.
- G) Delivery of modular building from manufacturing plant to site, to include all module trucking permits, staging of units at site and manipulation of units for crane set of modules into final setting location.
 - a. In the interest of meeting "Green Building" designs attributes and efficiencies, the modular building must be manufactured within 500 miles of the project site.
 - b. The building being manufactured within 500 miles of the project site is also a requirement so the City of College Park can visit the manufacturer plant to monitor the building construction progress and quality control.
 - c. Contractor must submit a recommend staging area and delivery plan with their proposal for review and approval by the City.
- H) Contractor is responsible for a turnkey crane installation of the building. Proper lifting and setting procedures and safety must take place with this work, subject to the City's safety requirements.
 - a. Contractor must submit a crane set location(s) plan and rigging plan with their proposal for review and approval by the City prior to scheduling the crane.
 - b. Crane sizing, operator, rigging equipment, rigging crew and installation crew is the responsibility of the Contractor.
- I) Contractor to provide complete turnkey installations (design, furnish and install) for all utilities from utility source to final connections to the modular. See attached Utility Location Plan, File No. 23-068-080.12, dated 09/05/01 for details, attached as part of Exhibit A. Utility work to include electrical, water/sewer, natural gas, fire alarm, fire sprinkler water, security, and

voice/data. All utility runs and connections will tie-back into the existing main public works building at site. Contractor is to assure that all utilities will meet the required capacity and needs of the new modular building. Contractor will provide all utility designs, engineering and coordination with the local utility companies (Potomac Electric Power Company (PEPCO), Washington Gas and Washington Suburban Sanitary Commission (WSSC)), as required.

- J) Contractor to seam, finish and complete all interior and exterior work on modular building to make it fully functional for use and occupancy. Upon completion of all work Contractor shall submit and acquire the Use and Occupancy for the new modular building.
- K) Contractor to furnish and install concrete access systems (ramps, stairs, and platforms to include metal handrails and wood site-built portico). Contractor to provide access system concept and schematic portico design drawings consistent with City specification. Portico design and appearance shall be compatible with and complimentary to the modular building. The portico shall be approximately 100 s.f. and shall be positioned to shelter the east entrance and time clock area. The portico shall be designed to bear on the building and its own columns and foundations.
- L) Contractor to maintain a clean and safe site on a daily basis and provide a final clean for the building upon completion of work.
- M) Contractor to conduct a final project walkthrough. City will develop a punch list for completion of work.
- N) Contractor to secure and provide final building Use and Occupancy permit.
- O) At project completion, Contractor to provide Operation and Maintenance Package and all warranty documents for the building and equipment.
- P) Contractor to keep site safe and clean on a daily basis with daily reports to be provided to the City.
- Q) Contractor is responsible for project management, site supervision, site electrical, water, port-a-pots, phones, and other general conditions to complete the above work independently.
- R) Contractor must have a current Maryland General Contractor's License (which is current and compliant) that allows total turnkey work by the specific Contractor submitting the bid.

- S) Daily project management and site supervision from Contractor is required for the complete project. Contractor must meet all City security, safety and facility procedures for this project.
- T) The modular building shall be in compliance with all applicable codes, including, but not limited to, the 2012 IBC, The Americans with Disabilities Act (ADA), ICC, IECC, NEC, and all federal, state, and local codes having jurisdiction over this work (Prince George's County).
- U) This RFP is to include all project related costs such as, but not limited to, building costs, site development costs, transportation costs, fees, general liability and worker's comp insurance, permits, governmental fees and licensing costs. *No changes, substitutions or exceptions in the building specifications, designs, project scope of work or bid terms and conditions are permitted.*
- V) In the interest of meeting "Green Building" designs attributes and efficiencies, the modular building must be manufactured to comply with the International Energy Conservation Code (IECC) at a minimum.

Site Information:



Scope of Work:

1. General:

- 1.1 Demolish and dispose of existing double-wide trailer; remove the existing structure from City property and demolish and remove the existing supports, pavement and features as necessary to accommodate the new building and associated improvements.
- 1.2 The modular building shall be in compliance with all applicable codes, including, but not limited to, 2012 IBC, The Americans with Disabilities Act (ADA), ICC, 2015 IECC, NEC, and all federal, state, and local codes having jurisdiction over this work (Prince George's County, Maryland).
- 1.3 Provide buildings approved for use in the State of Maryland.
- 1.4 Provide construction documents signed and sealed by Maryland registered Architect/ Engineer, to obtain building permits from Prince George's County.

2. Site Work:

- a. General: Excavate, furnish and install building foundations to include:

Complete design/build, engineering, plans and construction of the building foundation system signed and sealed by a Maryland Professional Engineer (site specific). Building foundations to be an at grade perimeter foundation wall (poured concrete formed walls) with intermediate supports as required by the modular building manufacturer and Prince George's County. The modular building is to be set at grade or as close to grade on the foundations with the proper erosion controls, drain tile system, ventilation system and vapor barrier required to meet code. Each bidder is to provide a preliminary recommended foundation plan with their proposal.

- 2.1.1 Building foundations shall consist of a perimeter foundation wall (Poured concrete formed walls) with intermediate supports consisting of a poured base with grout filled concrete masonry unit (CMU) piers as required by the modular building manufacturer subject to approval by Prince George's County.

- 1. The contractor shall design and install a segmental block retaining wall, in accordance with the manufacturer's written instructions, with an exposed height no greater than 2' and a total square footage of approximately 250 s.f. as measured on the exposed face.

- 2.1.2 The modular building is to be set as close to grade as practical on the foundations with the proper erosion controls, drain tile system, ventilation system and vapor barrier required to meet code.
- 2.1.3 Crawl space shall be covered with a 3" poured concrete slab over 6 mil polyester vapor barrier over a 4" thick aggregate capillary layer. Concrete slab surface shall be at least 15" beneath the bottom of the floor joists and shaped to drain to the sump.
- 2.1.4 The area beneath the mechanical closet shall consist of a welded wire fabric reinforced, 4" poured concrete slab 48" below the bottom of the floor joists, with edges thickened to 8". The difference in grade between the upper and lower crawl space floors shall be accomplished with an 8"CMU wall, filled and reinforced.
- 2.1.5 The lower crawl space shall be fitted with a duplex sump pump to discharge at the southeast corner of the building. The building's perimeter foundation drain shall be plumbed to the sump pit. The sump pit discharge shall spill near the southeast corner of the building, coordinate final location with DPW.
- 2.1.6 Water and sewer services within the crawl space shall be encircled with heating tape, insulated and enclosed with a simple wood-framed enclosure.
- 2.1.7 Provide one incandescent light and one duplex receptacle within the crawl space.
- b. Site to be prepared for foundation footings as noted above to assure even bearing. Remove excess sod and soil and legally dispose of off-site.
- c. Contractor to design and construct foundations to meet these site conditions.
- d. Contractor required to remove excess excavated dirt/soils from site.
- e. Geotechnical investigation
 - i. Three borings that are minimum of 20' deep for structural purposes, one 15' deep to support stormwater management design for a total of 4 borings.
 - ii. Geotechnical report and recommendations.
- f. Foundation Design:

- i. Provide foundations design to meet applicable codes. For bidding purpose, assume a soil bearing capacity of 2000 psf.
 - ii. Concrete foundation wall/footings sized per actual loads, size and depths as required by structural and local codes.
 - iii. Ground anchors as required by code and MD P.E. sign-off (steel weld plates or tie-downs to resist lateral loads).
- g. Utility connections:
 - i. Water: Utilities from utility source to final connections to the modular building by Contractor.
 - 1. Current water line size is 2" with a 1- 1/2" meter. Provide water connection to meet all fire protection and other demands. Contractor pays all connection fees.
 - 2. Furnish and install backflow preventer as required to comply with local building codes, including WSSC and Fire Marshal requirements.
 - 3. Sillcocks shall be readily accessible to staff and compatible for a potable water supply
 - 4. All water work to include permits and to be completed by a Master Plumber.
 - 5. See attached Utility Location Plan, File No. 23-068-080.12, dated 9/05/01, attached as part of Exhibit A, for details.
 - 6. Contractor to furnish and install all heat-tape for any plumbing lines above the frost line for underground burials, plus lighting and an electrical connection in crawl space.
 - ii. Sanitary Sewer: Utilities from utility source to final connections to the modular building by Contractor and shall comply with WSSC guidelines and applicable codes.
 - 1. Contractor will extend a 4" existing sewer westerly from the existing manhole near the service garage to the modular connection point, which shall be on the east side. Provide cleanouts at all changes in direction. Cleanouts in paved areas shall be of traffic bearing construction

2. Sewer connection and related work shall meet WSSC construction standards and all codes
 3. Furnish and install clean-outs as required by code.
 4. All sewer work to include permits and to be completed by a Master Plumber.
 5. See attached Utility Location Plan, File No. 23-068-080-12, dated 09/05/01, attached as part of Exhibit A, for details.
- iii. Electrical: Utilities from Davis Hall to the modular building by the Contractor. Davis Hall will have 800 amp service at time of construction. Contractor shall install 400 amp sub panel in modular building for connection to Davis Hall service.
1. Electrical feed for modular building will originate in Davis Hall mechanical room and connect to modular in underground conduit to be installed by Contractor.
 2. Abandon and arrange for removal of existing PEPCO electrical meter and service to existing trailer.
 3. Contractor to design and engineer their electrical installations for this project: provide design and drawings, signed and stamped by a Professional Electrical Engineer.
 4. All electrical work to include permits and to be completed by a Master Electrician in accordance with current NEC.
 5. Final electrical connections and designs to existing power source must be approved by the City.
 6. Contractor and its electrician must contact, coordinate and final any and all electrical work with the City and PEPCO as required.
 7. See attached Utility Location Plan, File No. 23-068-080.12, attached as part of Exhibit A, dated 9/05/01 for details.
- 2.7.4 Gas: Extend gas service from the existing meter near the west side of the building. Contractor obtains WSSC gas permit for HVAC system and water heater and provides for final connections per local codes.

- 2.7.5 Provide cable trays for CAT6 and telephone communication cables above the ceiling. Coordinate location with DPW prior to installation.
- 2.7.6 Contractor to furnish and install all heat-tape for any plumbing lines exposed in crawl space below building or above the frost line for underground burials, plus lighting and an electrical connection in crawl space.
- 2.7.7 Trenching, bedding of water and sewer pipe shall conform to WSSC guidelines; restoration of paving, grading, or any site-related activities will be in accordance with Prince George's County code and WSSC guidelines.
- 2.8 HVAC
 - 2.8.1 Contractor to furnish, install and set pad mounted HVAC units in total, to include pad(s) at site, connections, final crossover connections, charge lines, and test, etc.
- 2.9 Stairs, ramps, platforms, portico:
 - 2.9.1 Portico design and appearance shall be compatible with and complimentary to the modular building. The portico shall be approximately 100 s.f. and shall be positioned to shelter the east entrance and time clock area. The portico shall be designed to bear on the building and its own columns and foundations.
 - 2.9.2 Concrete construction to meet applicable codes.
 - 2.9.2.1 Contractor to show step, deck and ramp recommendations/designs as part of their bid response.
 - 2.9.3 Foundations for access systems as required.
 - 2.9.4 Skirting/flashings: Provide skirting/flashings at and around the building foundation to match exterior siding, to extend at least 3 inches below the top of the concrete perimeter wall.
 - 2.9.5 Ventilate crawl space in accordance with Code.
 - 2.9.6 Contractor to furnish and install concrete access systems (ramps, stairs, and platforms to include metal handrails and wood site-built portico).
- 2.10 Landscaping/Asphalt Repairs:
 - 2.10.1 Repair lawn areas with seed and mulch or sod in areas damaged

due to Contractor work.

2.10.2 Repair asphalt areas damaged due to Contractor work.

2.11 Storm Water Management:

Provide and install storm water management connections as required by approved permits.

2.12 Landscaping:

Landscaping required per Landscape Manual/Prince George's County Building Permit to be designed and installed by the City.

2.13 Demolition:

2.12.1 Salvage and recycle procedures must be utilized with all demolition work.

2.14 Utility Disconnections:

2.13.1 Contractor to include all utility disconnections and cap off of the utilities for new modular building installations.

3. General Design Parameters:

3.1 Modular Building Design and Specifications

3.1.1 Floor Plan per attached Drawing

3.1.2 Specifications per attached

3.2 Fire Alarm:

3.2.1 Provide a standalone fire alarm system in the modular building, using Strickland Fire Protection, Inc., 5113 Berwyn Road, College Park, MD 20740 and coordinating with Secure Alarms, Inc., P.O. Box 345, Owings Mills, MD 21117 for monitoring.

3.2.1.1 Contractor to design/build, furnish and install the fire alarm system.

3.2.1.2 Fire alarm designs shall be Signed and Stamped by a P.E. Fire Protection Engineer. Manufacturer, make and model to be recommended by Strickland.

3.2.1.3 Provide pull station with clear tamper shields at each exterior door, horn/strobe, smoke detector and rate-of-rise

heat detector in each room and toilet room as required by code.

3.3 Sprinkler System

3.3.1 Contractor to provide a complete sprinkler system from source to final connections to the new modular building using Strickland Fire Protection Inc., 5113 Berwyn Road, College Park, MD 20740.

3.3.2 Connection points shown on Utility Location Plan File No. 23-068-080.12, dated 09/05/01, attached as part of Exhibit A.

3.3.3 Contractor to assure that the proper water pressure and connection location is available on site.

3.3.4 Contractor to design/build, furnish and install the sprinkler system in the new modular building to include from utility source to final connections to the modular building.

3.3.5 Sprinkler System designs shall be Signed and Stamped by a P.E. Fire Protection Engineer.

3.3.6 See attached Utility Location Plan, File No. 23-068-080-12, dated 09/05/01, attached as part of Exhibit A, for details.

3.4 Intrusion Alarm: Contractor to provide a standalone security system with motion sensors, door connect, and phone line capture in the modular building. Must coordinate with Secure Alarms to ensure compatibility with existing monitoring system.

3.5 CAT6 and Telephone by the City of College Park

3.5.1 Contractor to provide phone rough-ins (conduits with pull strings) per quantity and locations shown on the suggested floor plan included in Exhibit A. Rough-in to occur at every wall of each room with conduit running from rough-in junction box to attic space. In attic space, cable can lay in trays connecting to the patch panel in the mechanical room. Actual wiring by others.

3.5.2 Construction shall be such to readily accommodate future expansion or upgrade of CAT6 and telephone systems.

3.5.3 Install two 2 inch underground conduits with pull strings from the floor of the mechanical room into Davis Hall mechanical room. Wire pulled by others.

3.6 Final Cleaning: Contractor to provide final cleaning of the new building.

3.7 General:

3.7.1 Contractor is responsible to contact Miss Utility prior to any excavation work. Contractor responsible for any and all site utility surveys prior to excavation work. Contractor shall provide copies of all tickets to the Project Manager.

3.8 Warranty:

3.8.1 The Contractor shall warrant that work performed under this contract conforms to the contract requirements and is free of any defect in equipment, material, or design furnished, or workmanship performed by the contractor or any subcontractor or supplier at any tier. This warranty shall continue for a period of two (2) years from the date of Project Substantial Completion.

3.9 Options:

3.9.1 Contractor to furnish and install a building and improvements that qualify for a LEED Silver rating

3.9.2 The Contractor shall substitute a thermoplastic polyolefin (TPO) roof instead of the base roof system.

The scope of work shall include all other work and items incidental to completion of work and shall include all modifications and miscellaneous items as shown on Contract Documents or as directed by the Project Manager.

B. SUBSIDIARY OBLIGATIONS

1. SANITARY PROVISIONS

An adequate number of temporary toilets with proper enclosures as necessary for use of workmen during construction shall be provided and maintained by the Contractor. Toilets are to be located where directed. Toilets shall be kept clean and comply with all local and state health requirements and sanitary regulations. Toilet facilities shall be of the prefabricated chemical type unless otherwise indicated.

2. ACCIDENT PREVENTION

Precautions shall be exercised at all times for the protection of persons and property. The safety provisions of all applicable laws, and building and construction codes shall be observed. Machinery and equipment and other hazards shall be guarded in accordance with the safety provisions of the latest editions of the Manual of Accident Prevention in Construction, published by the Associated General Contractors of America, and the

American Standard Safety Code for Building Construction, to the extent that such provisions are not inconsistent with applicable law or regulation.

C. PERMITS

All permits necessary to construct the Project shall be obtained by the Contractor at its cost. These permits include, without limitation:

Prince George's County Building Permit, including reviews for electrical, structural, life safety, etc.

Prince George's County Demolition Permit

Prince George's County Grading Permit

Prince George's Soil Conservation District Erosion and Sediment Control plan Permit

Trade permits for utility service connections

All required City permits

D. APPROVAL BY THE CITY OF COLLEGE PARK

It is expressly understood and agreed that the selection of the Contractor, and any sub-Contractor, and acceptance of the Agreement for construction of the Project, is subject to the prior approval of the Mayor and Council of the City of College Park. The City may for any reason deemed to be in its best interest decide not to award the bid and/or to enter into an Agreement for construction of the Project.

E. MEETINGS

The Contractor, or designated Supervisor, shall be available to meet with the Project Manager, and any State, County or City or Commission representative on an as-necessary basis.

F. GUARANTEE OF UNIT PRICE

The unit prices in the Contract shall be guaranteed by the Contractor for up to and until the completion of the project.

G. CONSTRUCTION SCHEDULE

The Contractor shall prepare a schedule of procedure and sequence of construction that shall be submitted within 10 business days after the Contract is

signed by the Contractor, which must be approved by the Project Manager. This schedule shall be reviewed periodically and adjusted as necessary. Construction work is authorized between 7:00 a.m. and 7:00 p.m., Monday – Friday. Work on weekends by permission of Project Manager only.

H. WAIVER OF LIENS

The Contractor shall provide a signed, notarized waiver of liens to the Project Manager upon completion of the work, and various phases of the work, which shall state that all liens have been fully paid.

I. INTERIM AND FINAL INSPECTIONS

Upon completion of the work, or various phases of the work, as appropriate, the Project Manager, in conjunction with any required governmental inspector, as necessary, will inspect the completed project or part thereof, and if deficiencies are present, shall so inform the Contractor, who shall have all said deficiencies corrected. The Contractor is responsible for ensuring that all necessary inspections are scheduled and performed by the appropriate individual and/or agency. The Project Manager shall be notified immediately of any adverse or unexpected conditions located in the field in order to allow for inspection before further action is taken or work performed in that area.

J. UTILITIES

The Contractor is responsible for locating all utilities in the field, and for appropriate and timely notice of intent to perform work to all utilities involved. The Contractor shall coordinate the work, including all adjustments, with all utilities in the area. All adjustments of utilities shall be performed at the Contractor's expense. The Contractor shall ensure that all work involving any utility shall be inspected, approved, and accepted by that utility. Damage caused to existing facilities by the Contractor's operations shall be repaired or replaced at Contractor's expense to the utility's acceptance.

K. WORK RECORDS

The Contractor is responsible for maintaining all records necessary to demonstrate the cost, in terms of labor and materials, and for providing a final accounting of costs, of all phases of this Contract, as required by the City. The Contractor agrees to make all of its applicable records available to the City upon request.

L. CONTRACT DOCUMENTS

The Contract Agreement and the following enumerated documents form the Contract:

Request for Bid Proposals
Bid or Proposal Forms and Affidavits
Specifications
General Provisions
Special Provisions
Exhibit A
Addenda (if any)
Permits
Performance Bond
Labor and Materials Bond
Other Documents Contained within the Bid Specifications
Certifications and Affirmations Required by the City

V. **BID RESPONSE PACKAGE**

**CITY OF COLLEGE PARK, MARYLAND
PUBLIC WORKS MODULAR BUILDING, RFP CP-16-01**

BID PROPOSAL FORM (5 PAGES)

CITY OF COLLEGE PARK
Finance Department
4500 Knox Road
College Park, MD 20740

BID DUE DATE: Friday, October 9, 2015
TIME: 2:00 p.m.

(Name of Bidder)

hereby submits the following proposal for the **Public Works Modular Building, RFP CP-16-01**. Having carefully examined the Request for Bid Proposals, Instructions to Bidders, the General Provisions, Special Provisions, the Plans and Specifications, the proposed Contract and **addenda numbered** _____ (complete if any addenda were issued, or enter "None"), and having received clarification on all items of conflict or upon which any doubt arose, and understanding that all unit prices bid will remain in effect throughout the term of the contract, whether completed at one time or in interrupted phases, the undersigned proposes to furnish all labor, equipment, materials, etc., required by the documents for the entire work, all in strict accordance with the Contract Documents, for the stipulated sum of:

_____ Dollars
(Written)

\$ _____
(Figures)

OPTION 1: LEED Silver Certifiable \$ _____

This is the cost, over and above the cost of base construction, to provide those materials, amenities, features, and construction methods that allow the building to qualify for LEED Silver status.

OPTION 2: Thermoplastic Polyolefin (TPO) Roof \$ _____

This shall be the full additional cost over and above the base bid for the Contractor to install a TPO roof system on the modular building instead of the base bid roof.

UNIT PRICE SCHEDULE

NOTE: Bidder may substitute a separate schedule to record the requested information, as long as information is reported in a comparable format.

Item	Estimated quantities	Unit cost	Total cost
Fabrication of building only			
Delivery to site			
Architectural and engineering drawings			
Permits and fees			
General requirements - Identify			
Site work			
Foundations			
Building installation: Anchors Skirting			
Access systems Handicapped ramp with rails Steps with rails Deck with rails Portico			
Electrical			
Plumbing (water/sanitary)			
IT wiring			
Fire alarm			
Security system			
Lockers and benches			
Final cleaning			
LEED qualify (base)			
Demo and remove existing 24' x 60' double-wide trailer			
Gutters and downspouts to SWM/erosion control			
Sales tax The City is tax exempt. (Maryland 30042080)		0.00	0.00

SUBTOTAL			
Bid bond (for base bid proposal total)			
Payment and performance bond			
Permit fees			
TOTAL			

The item descriptions below generally describe subsets of work necessary to develop and construct a complete building ready for occupancy. Work required but not listed or described is incidental to work that is listed.

Fabrication of Building only: This is the cost for the Contractor to construct the building and ancillary components including all materials and systems inside the finished structure.

Delivery to site: This is the cost to transport the fabricated building to the site.

Architectural and engineering drawings: This is the cost to prepare permit ready drawings, computations and documentation suitable for permit application.

Permits and fees: This is the cost to apply for and obtain all the necessary permits.

General requirements: Identified by bidder.

Site work: This is the cost to prepare the site prior to construction of the foundation and to complete and restore the site after the building is installed including the construction of the retaining wall and stormwater management practices if required.

Foundations: This is the cost to form and pour the building foundation system, foundation drainage system including sump pit and pump and crawl space concrete slab treatments.

Building installation, anchors, skirting: This is the cost to set the building on the foundation, fasten anchors and install that portion of the exterior weather-proofing and finish that extends over the building/ foundation interface.

Access systems: This is the cost to construct the access routes between the building and the surrounding site and includes concrete slabs, steps, ramps, sidewalks, handrails and guards, and the portico.

Electrical: This is the cost for all labor and materials to extend power to the sub-panel in the modular building

Plumbing (water/sanitary): This is the cost to provide adequate water and sewer services from the points of connection to the building and restore the subsequent disturbance.

IT wiring: This is the cost to provide IT service to the building

Fire alarm: This is the cost to provide the fire alarm system for the building

Security system: This is the cost to provide the security system for the building

Final cleaning: This is the cost to clean and prepare the building and site for occupancy prior to turning the building over.

LEED Silver qualify (base): This is the cost, over and above the cost of base construction, to provide those materials, amenities, features, construction methods that allow the building to qualify for LEED Silver status.

Demo and remove existing 24' x 60' double-wide trailer: This is the cost to remove the existing structure from City property and demolish and remove the existing supports, pavement and features necessary to accommodate the new building and associated improvements.

Gutters and downspouts to SWM: This is the cost to provide the necessary components to collect and convey run off from the building to the SWM practices.

SPECIAL TERMS AND CONDITIONS:

- A. Failure to properly and completely fill in all blanks may be cause for rejection of this proposal.
- B. It is understood that the proposal price will be firm for a time period of 120 calendar days from the proposal opening date, and that, if the undersigned is notified of acceptance of this proposal within this time period, the Bidder shall execute a contract for the above stated compensation.

- C. Work under the Contract shall not commence until a Notice to Proceed is issued. The City reserves the right to extend this Contract for an additional amount of time, if necessary.
- D. In submitting this bid, the Bidder certifies that the Bidder:
1. Currently complies with the conditions of § 69-6 "Equal Benefits" of the City Code, (available from the City's website at www.collegeparkmd.gov under the Government tab) by providing equality of benefits between employees with spouses and/or dependents of spouses and employees with domestic partners and/or dependents of domestic partners, and/or between spouses of employees and/or dependents of spouses and domestic partners of employees and/or dependents of domestic partners; or
 2. Will comply with the conditions of § 69-6 at time of contract award; or
 3. Is not required to comply with the conditions of § 69-6 because of allowable exemption.
- E. In submitting this bid, the Bidder certifies that the Bidder does not discriminate on the basis of race, religion, sex, age, ethnicity, ancestry or national origin, physical or mental disability, color, marital status, sexual orientation, gender identity, genetic information, political affiliation or any other factors not related to the ability to perform the work.
- F. The price shall be stated in both words and figures.

Registered Maryland Contractor No.

Date Issued

Place of Issuance

Federal Employer ID Number (EIN)

Name of Bidder

Signature

Date

Printed Name and Title of Individual Authorized to Bind Bidder

How did you learn about this RFP?

☐ City staff

☐ eMaryland Marketplace

☐ findrfp.com

☐ Other (please specify): _____

TO BE SUBMITTED WITH BID

**RFP CP-16-01
CERTIFICATE OF REGISTRATION**

- A. Bidders are required to show evidence of a Certificate of Registration before the bid may be received and considered on a general contract or subcontract of \$20,000 or more. The Bidder shall complete on his Bid Proposal Form the following information: "Registered Maryland Contractor No. _____" as well as providing this information on this form.
- B. An opinion by the Attorney General has granted an exemption to all properly qualified non-resident corporations as well as to resident General Contractors and Subcontractors. These firms need merely apply for an Exemption Certificate in order to meet the requirements of the law. Individuals, firms, partnerships and associations are required to qualify by application and submission of a financial statement. Bids on Federal projects are exempt under the law.
- C. The Bidder shall provide its Federal Employer Identification Number.

Federal EIN Number: _____

TO BE SUBMITTED WITH BID

RFP CP-16-01
INFORMATION REGARDING THE BIDDER (3 PAGES)

NOTE: The information requested on this form may be submitted in a separate document as long as all requested information is provided.

1. Name of Bidder: _____
(Individual/Firm/Corporation)

Business Address: _____

Telephone Number: (____) _____

E-mail address: _____

2. Is the business incorporated? _____ Yes _____ No

Non-Corporate Business

3. If response to item #2 above is No, list the name and business address of each individual having a 10% or greater financial interest in the business.

<u>Name</u>	<u>Business Address</u>
_____	_____
_____	_____
_____	_____
_____	_____

Corporate Business Entities - Please answer items 4 and 5

4. List the names of all officers of the corporation, their business addresses and the date on which they assumed their respective offices.

<u>Name</u>	<u>Office</u>	<u>Business Address</u>	<u>Date Office Assumed</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

5. List the names of all members of the current Board of Directors and their business addresses.

Name

Business Address

6. Please provide the following information concerning work that you have done within the last 5 years which is similar to the bid work:

For Whom
Performed

Contract
Amount

Date
Completed

Contact's Name/
Telephone Number

7. Bidders will answer the following questions: (The word "you" refers to any individual, partnership, partner and/or corporation and its officers.)

a. Have you ever failed to complete any work awarded to you? _____

If yes, state where and why: _____

b. Have you ever been affiliated with some other organization that failed to complete a contract? _____

If yes, state name of individual and reason therefor. _____

c. With what other businesses are you affiliated? _____

d. Please list all persons who will supervise the work under the Contract.

e. Identify all personnel who will be employed to perform the work described in the Contract Documents.

- f. Please provide at least 3 references, including any Maryland governmental units or agencies for whom you have worked on a similar project. Include the name and telephone number of your contact with each.

- g. Provide name, title, and contact information for the designated project contact.

- h. Identify all subcontractors, materialmen, and suppliers that you intend to use in performing the work under the Contract, and specify the work each is expected to perform.

Dated this _____ day of _____, 2015.

Name of Bidder

By: _____

Printed Name: _____

Title: _____

TO BE SUBMITTED WITH BID

**RFP CP-16-01
NON-COLLUSION AFFIDAVIT**

_____being first duly sworn, deposes and says:
(Name of Affiant)

That he/she is the _____
(Title)

of _____
(Name of Corporation)

(or a partner of _____).
(Name of Partnership)

The party making the foregoing Bid; that (he has not) (no officer of the said Corporation has) (no member of the said Partnership has) nor has any person, firm or corporation acting on his/its/their behalf, agreed, conspired, connived or colluded to produce a deceptive show of competition in the compilation of the Bid being submitted herewith; and that (he) (the said Corporation) (the said Partnership) has not in any manner, directly or indirectly entered into any Agreement, participated in any Collusion to fix the Bid Price of the Bidder herein or any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the within Bid is submitted; that in making this Affidavit, the Affiant represents that he/she has personal knowledge of the matters and facts herein stated. I HEREBY CERTIFY UNDER THE PENALTIES OF PERJURY THAT THE FOREGOING IS TRUE TO THE BEST OF MY KNOWLEDGE AND INFORMATION

_____(SEAL)
To be signed by Bidder, if the Bidder is an
Individual, or by a Partner, if the Bidder is a
Partnership, or by a duly authorized Officer,
if the Bidder is a Corporation

TO BE SUBMITTED WITH BID

**RFP CP-16-01
FALSE PRETENSES AFFIDAVIT**

I, _____, the
undersigned, _____ of _____
(Name)
(Office Held) (Name of Business Entity)

first being duly sworn and under oath, say and affirm this ____ day of _____, 2015,
that I hold the aforementioned office in

(Name of Business Entity)

I FURTHER DECLARE AND AFFIRM that neither I, nor to the best of my knowledge, information and belief, the above firm nor any officer, director, partner, member or associate of the above firm, nor any of its employees directly involved in obtaining contracts with the City, has been convicted of false pretenses, attempted false pretenses or conspiracy to commit false pretenses under the laws of any state or federal government based upon acts committed after July 1, 1981. I HEREBY CERTIFY UNDER THE PENALTIES OF PERJURY THAT THE FOREGOING IS TRUE TO THE BEST OF MY KNOWLEDGE AND INFORMATION.

_____(SEAL)
To be signed by Bidder, if the Bidder is an
Individual, or by a Partner, if the Bidder is a
Partnership, or by a duly authorized Officer,
if the Bidder is a Corporation

TO BE SUBMITTED WITH BID

**RFP CP-16-01
CERTIFICATE OF NON-SUSPENSION**

I, _____, do hereby certify that

_____ has not been suspended or barred
(Name of Bidder)

from participation in contract activities with any government.

Signature

Title

Date

TO BE SUBMITTED WITH BID

RFP CP-16-01
AFFIDAVIT OF NON-CONVICTION

I hereby affirm that:

- (1) I am the _____ (Title) and duly authorized representative of _____ (Name of Business Entity) whose address is _____ and that I possess the legal authority to make this affidavit on behalf of myself and the firm for which I am acting.
- (2) Except as described in Paragraph 6 below, neither I nor the above firm nor, to the best of my knowledge, any of its officers, directors, or partners or any of its employees directly involved in obtaining contracts with the State, or any county, bi-county or multi-county agency or subdivision of the State have been convicted, or in an official investigation or other proceeding admitted in writing or under oath, acts or omissions which constitute bribery, attempted bribery or conspiracy to bribe under the provisions of Criminal Law Article of the Annotated Code of Maryland or under the laws of any state or the federal government (conduct prior to July 1, 1977 is not required to be reported); and
- (3) Except as described in Paragraph 6 below, neither I nor the above firm nor, to the best of my knowledge, any of its officers, directors, or partners or any of its employees directly involved in obtaining contracts with the State, or any county, bi-county or multi-county agency or subdivision of the State have been convicted under a State or federal law or statute of any offense enumerated in §16-203 of the State Finance and Procurement Article; and
- (4) Except as described in Paragraph 6 below, neither I nor the above firm nor, to the best of my knowledge, any of its officers, directors, or partners or any of its employees directly involved in obtaining contracts with the State, or any county, bi-county or multi-county agency or subdivision of the State have been found civilly liable under a State or federal antitrust statute as provided in §16-203 of the State Finance and Procurement Article.
- (5) Except as described in Paragraph 6 below, neither I nor the above firm nor, to the best of my knowledge, any of its officers, directors, or partners or any of its employees who will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction have debarred or suspended under this subtitle
- (6) State "none" or, as appropriate, list any conviction, plea or admission described in Paragraph 2 above, with the date, court, official or administrative body, the individuals involved and their position with the firm, and the sentence or disposition, if any.

I acknowledge that this affidavit is to be furnished, where appropriate, to the City of College Park, Maryland, under Section 16-311 of the State of Maryland Finance and Procurement Article of the Annotated Code of Maryland. I acknowledge that, if the representations set forth in this affidavit are not true and correct, the City may terminate any contract awarded and take any other appropriate actions. I further acknowledge that I am executing this affidavit in compliance with Section 16-309 of the State Finance and Procurement Article of the Annotated Code of Maryland, which ordains that any person convicted of bribery (upon acts committed after July 1, 1977) in furtherance of obtaining a contract from the State or any subdivision of the State of Maryland shall be disqualified from entering into a contract with the City.

I do solemnly declare and affirm under the penalties of perjury that the contents of the affidavit are true and correct.

Signature

Printed Name _____

Date _____

TO BE SUBMITTED WITH BID

CP-16-01
TENTATIVE CONSTRUCTION SCHEDULE

Please attach a tentative construction schedule (Gantt chart preferred) with the bid proposal outlining project details such as, but not limited to, permitting timetable and utility disconnections, ordering of materials, anticipated delivery of materials, construction start date and resulting plan with an estimated date of completion. Circumstances beyond the control of either party to the Contract that significantly alter the tentative construction schedule will be taken into account, and some allowance considered for adjustment of the construction schedule.

TO BE SUBMITTED WITH BID

**RFP CP-16-01
BID BOND (3 PAGES)**

KNOW ALL MEN BY THESE PRESENTS:

That we, _____ as Principal, hereinafter called the Principal, and _____ a corporation duly organized under the laws of the State of _____, as Surety, hereinafter called the Surety, are held and firmly bound unto City of College Park, hereinafter called "City" for the sum of _____, for the payment of which sum the said Principal and the said Surety bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for:

RFP CP-16-01
Public Works Modular Building

NOW, THEREFORE, if the Principal, upon acceptance by the City of its bid identified above, within the period specified herein for acceptance, being 120 days if no period is otherwise specified, shall execute such further contractual documents, if any, and give such bond(s), as may be required by the terms of the bid as accepted within the time specified, being ten (10) days if no period is otherwise specified, after receipt of the forms, or in the event of failure so to execute such further contractual documents and give such bonds, if the Principal shall pay the City for any cost of procuring the work which exceeds the amount of its bid, then the above obligation shall be void and of no effect.

The Surety executing this instrument hereby agrees that its obligation shall not be impaired by any extension(s) of the time for acceptance of the bid that the Principal may grant to the City, notice of which extension(s) to the Surety being hereby waived; provided that such waiver of notice shall apply only with respect to extensions aggregating not more than 120 calendar days in addition to the period originally allowed for acceptance of the bid.

In Presence of:

WITNESS:

Individual Principal

_____(SEAL)

=====

Co-partnership Principal

(Name of Co-Partnership)

WITNESS:

_____ By: _____(SEAL)

_____ By: _____(SEAL)

_____ By: _____(SEAL)

=====

Corporate Principal

(Name of Corporation)

Attest:

Corporate Secretary By: _____

Title _____

AFFIX
CORPORATE
SEAL

SURETY _____
Name of Company

Attest:

_____ By: _____

Title: _____

CORPORATE ACKNOWLEDGEMENT – Signing Bond

STATE OF MARYLAND) ss:
CITY/COUNTY OF _____) :

On this _____ day of _____, 2015, before me, the undersigned Notary Public, personally appeared _____, (Corporate Secretary or other Officer) and acknowledged as follows:

That he/she is the _____ of the _____ (Title) _____, a corporation in good standing in the _____ (Name of Corporation) State of Maryland and named as Principal in the attached instrument;

That _____ as _____ of said corporation, being so authorized, did sign the foregoing instrument on behalf of the Principal;

That said signature is genuine and that said instrument was duly signed, sealed, and attested to on behalf of the said corporation by authority of the following officers of said corporation:

(Name)

(Title)

(Name)

(Title)

(Name)

(Title)

and that said acknowledgement of the said instrument is the free act and deed of the said corporation.

(SEAL)

Notary Public

My commission expires: _____

VI. SAMPLE CONTRACTOR AGREEMENT

**CITY OF COLLEGE PARK, MARYLAND
PUBLIC WORKS MODULAR BUILDING, RFP CP-16-01
Sample Contractor Agreement**

THIS CONTRACTOR AGREEMENT is made this _____ day of _____, 2015, by and between CITY OF COLLEGE PARK (hereinafter referred to as the "City"), a municipal corporation of the State of Maryland, whose address is 4500 Knox Road, College Park, Maryland 20740 and _____ (hereinafter referred to as "Contractor"), whose address is _____.

WHEREAS, the Contractor desires to demolish and dispose of an existing 60 foot long x 28 foot wide, 12 foot high, double-wide trailer and provide design plans for, and build, a permanent 56'0" x 66'0" nominal box size modular building and related work for an operations office building at the City's Department of Public Works, 9217 51st Avenue, College Park, MD 20740 in accordance with the specific floor plans, drawings, site plans, project details and exhibits and other design build documents provided by the Contractor; and

WHEREAS, the City desires that Contractor provide said materials and services.

NOW, THEREFORE, in consideration of the premises and mutual promises herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

I. SCOPE OF WORK

The work to be performed by the Contractor under this Agreement is as follows:

Demolishing and disposing of an existing 60 foot long x 28 foot wide, 12 foot high, double-wide trailer and providing design plans for, and building, a permanent 56'0" x 66'0" nominal box size modular building and related work for an operations building at the City's Department of Public Works, 9217 51st Avenue, College Park, MD 20740 in accordance with the specific floor plans, drawings, site plans, project details and exhibits and other design build documents provided by the Contractor. The scope of work is described in more detail in the Contract Documents, including Exhibit A, attached hereto and incorporated herein by this reference. The Contractor shall furnish all of the material and perform all of the work as described in these Contract Documents.

The work required of the Contractor will be performed in coordination with the City's Project Manager and/or his/her designee.

II. DATES OF WORK

Work under the Contract shall not commence until a Notice to Proceed has been issued. All work shall be performed pursuant to the approved project schedule submitted by the Contractor. It is understood by the parties hereto that time is of the essence in the completion of the services under this Agreement. Provision for liquidated damages for failure to comply with the Contract Time are set forth in the General Provisions.

III. CONTRACT PRICE

The City agrees to pay to the Contractor, as consideration for the Contractor's satisfactory performance of all obligations under this Agreement, the sum of _____ Dollars (\$_____). Said Contract Price shall include all incidental costs, including, but not limited to, travel, printing, copying, drawings, diagrams and photographs. Invoices for payment under this Contract may be submitted on a monthly basis and must be accompanied by a statement of work completed and percent completed by phase and/or any other documentation required by the City.

IV. CONTRACT DOCUMENTS

This Agreement and the following enumerated documents form the Contract and they are fully a part of the Contract as if attached hereto:

- Request for Bid Proposals
- Bid or Proposal Forms and Affidavits
- Specifications
- General Provisions
- Special Provisions
- Exhibit A
- Addenda
- Permits
- Performance Bond
- Labor and Materials Bond
- Other Documents Contained within the Bid Specifications
- Certifications and Affirmations Required by the City
- Certificate(s) of Insurance

The bid documents and construction schedule submitted by the Contractor are incorporated herein and made a part of the Contract Documents by reference.

V. CAPACITY TO PERFORM

The Contractor represents that all equipment and personnel necessary for providing the described services and items will be available as needed.

VI. STATUS OF CONTRACTOR

The Contractor shall perform the services described herein as an independent contractor and not as an employee of the City.

VII. INSURANCE AND INDEMNIFICATION

The Contractor shall provide proof of compliance with State law as to workers compensation and unemployment insurance, and of adequate comprehensive general liability insurance (bodily injury \$1,000,000 for each occurrence/aggregate; property damage \$500,000 for each occurrence/aggregate), automobile fleet insurance (\$1,000,000 for each occurrence/aggregate; property damage \$500,000 for each occurrence/aggregate) and professional errors and omissions insurance with policy limits of not less than \$1,000,000.00 each occurrence/aggregate. The Contractor shall indemnify and save harmless the City, its officers, employees and agents, from all suits, actions and damages or costs of every kind and description, arising directly or indirectly out of the performance of the contract, whether caused by negligence on the part of the successful bidder, its agents and employees, or other causes. The Contractor shall name the City as an additional insured on said policies of insurance, with the exception of the workers compensation and professional errors and omissions coverage, and shall provide certificates of insurance before starting work on the Contract.

Provision of any insurance required herein does not relieve Contractor of any of the responsibilities or obligations assumed by the Contractor in the contract awarded, or for which the Contractor may be liable by law or otherwise. Provision of such insurance is not intended in any way to waive the City's immunities or any damage limits applicable to municipal government as provided by law.

VIII. LICENSES, PERMITS, APPLICABLE LAWS

The Contractor will be responsible for obtaining any and all licenses and permits pertaining to performance of work under the Contract. All services and materials provided by the Contractor shall conform to all applicable laws and regulations.

IX. MATERIALS AND STANDARD OF WORK

All work performed, and material provided, pursuant to this Agreement shall be in conformance with standards adopted by the State of Maryland and Prince George's County and will be appropriate for existing conditions. All work shall be performed in a neat and workmanlike manner by trained and experienced personnel. Defective or unsuitable materials or workmanship shall be rejected and shall be made good by the Contractor at Contractor's expense, notwithstanding that such deficiencies have been previously accepted or were due to no fault of the Contractor. The Contractor will guarantee that materials conform to specifications herein, that the items will be free from defects, and that the items are fit for the purpose for which intended. Further, the Contractor shall, in a manner acceptable to the City, return to original condition any property disturbed or damaged during the work.

X. ACCURATE INFORMATION

The Contractor certifies that all information provided in response to the Request for Bid Proposals CP-16-01 or in response to other requests for information is true and correct. Any false or misleading information is grounds for the City to reject the bid and to terminate this Agreement.

XI. PERIODIC AND FINAL INSPECTION

The City will make periodic inspections of the work through the Project Manager or other City representative. A final inspection of the work shall be made by a representative of the City and the Contractor at the end of the work and cure period to ensure that all requirements have been met.

XII. RETAINAGE

The City will pay the Contract Price, less five percent (5%) retainage, to the Contractor upon completion of the contract work, and correction of any deficiencies discovered as a result of final inspection. The remaining 5% retainage shall be paid to the Contractor within six (6) months following substantial completion, and correction of any deficiencies. The said retainage is held as security for performance and not as liquidated damages and the forfeiture of the retainage shall not release the Contractor from any liability in excess of the retainage.

XIII. PERFORMANCE, LABOR and MATERIALS BOND

The Contractor shall give a Performance and Labor and Materials Bond within ten (10) business days after the date of the award of the Contract. The Performance and Labor and Material Bond shall be in the amount of 100% of the Contract Price.

XIV. RESTORATION OF PROPERTY

The Contractor, at its own expense, will restore or replace any property displaced or damaged as a result of work performed under this Agreement, to the satisfaction of the City.

XV. TERMINATION FOR DEFAULT

Failure of the Contractor to deliver work, supplies, materials, or services in a timely manner, to correct defective work or materials, to act in good faith, or to carry out the work in accordance with Contract Documents shall constitute a breach of contract. In such event, the City may give notice to the contractor to cease work until the cause for such order has been eliminated. Should the Contractor fail to correct such default within 24 hours after receipt of notification, the City may terminate any such contract. This provision shall not limit the City in exercising any other rights or remedies it may have.

XVI. TERMINATION FOR CONVENIENCE

The performance of work or delivery of services may be terminated in whole or in part at any time upon written notice when the City determines that such termination is in its best interest. The City will be liable only for labor, materials, goods and services furnished prior to the effective date of such termination.

XVII. NOTICES

All notices shall be sufficient if delivered in person or sent by certified mail to the parties at the following addresses:

For the City:
Scott Somers, City Manager
City of College Park
4500 Knox Road
College Park, MD 20740

For the Contractor:

XVIII. COSTS

In the event of any breach or failure by a party to fulfill any term, covenant or provision of this Agreement, the breaching party shall be responsible for any and all costs and expenses, including reasonable attorneys' fees, incurred on account of such breach.

XIX. ERRORS IN SPECIFICATIONS

The Contractor shall take no advantage of any error or omission in the specifications. The City shall make such corrections and interpretations as may be deemed necessary and that decision shall be final.

XX. GOVERNING LAW

This Agreement is executed in the State of Maryland and shall be governed by Maryland law, excluding its conflict of law rules. The Contractor, by executing this Contract, consents to the jurisdiction of the Maryland state courts with respect to any dispute arising out of this Contract.

XXI. SEVERABILITY

If any term or provision of this Agreement shall be held invalid or unenforceable to any extent, the remainder of this Agreement shall not be affected thereby, and each term and provision of this Agreement shall be enforced to the fullest extent permitted by law.

XXII. INTERPRETATION

Any questions concerning conditions and specifications shall be directed in writing to the Project Manager. No interpretation shall be considered binding unless provided in writing by the Project Manager. By execution of this contract, the Contractor certifies that it understands the terms and specifications.

XXIII. ATTORNEYS' FEES AND COSTS

The prevailing party shall be entitled to attorney's fees and costs incurred in any actions or claims brought to enforce this Agreement, or for damages thereunder.

XXIV. SUCCESSORS AND ASSIGNS

This Agreement shall inure to the benefit of and be binding upon the successors and assigns of the parties hereto. In any event, the Contractor shall not assign any right or obligation under this Agreement without the City's express written consent, which may be withheld in the City's sole discretion.

XXV. ENTIRE AGREEMENT

This Agreement, including all Contract Documents, constitutes the entire agreement between the City and the Contractor. No modification or addition to this Agreement shall have any effect unless made in writing and signed by both parties hereto.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement under seal the day and year first above written.

ATTEST:

CITY OF COLLEGE PARK, MARYLAND

Janeen S. Miller, CMC, City Clerk

By: _____
Scott Somers, City Manager

WITNESS:

CONTRACTOR: _____

By: _____

Printed Name: _____

Title: _____

APPROVED AS TO LEGAL SUFFICIENCY:

Suellen M. Ferguson
City Attorney

SAMPLE PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS, that we, _____ hereinafter known as the "Contractor," as Principal, and _____, as Surety, are held and firmly bound unto the City of College Park, Maryland, hereinafter known as the "Owner," in the penal sum of _____ lawful money of the United States of America, to be paid to the Owner, for the use and benefit of the said obligee, and all persons, doing work or furnishing skill, tools, machinery, or materials under or for the purpose of the Contract hereinafter named, for which payment, well and truly to be made, we bind ourselves, our successors and our several respective heirs, assigns, executors, and administrators, jointly and severally, firmly by present.

AFFIXED WITH OUR SEALS THIS _____ day of _____, 20____.

WHEREAS, the above bounded _____ by an instrument in writing, bearing even date, with these presents, has contracted with the owner to furnish all equipment, tools, materials, skill and labor for the completion of the work according to this Contract.

All work to be performed in strict accordance with the attached Agreement or Contract, plans and specifications, which Contract is by this reference made a part hereof.

NOW, THE CONDITION OF THIS OBLIGATION IS SUCH, that is the said Contractor _____ shall complete the work provided for in said Contract according to the terms, and shall save the obligee hereunder free from all costs and charges that may accrue on account of the doing of the work specified in the Contract, and shall comply with the laws appertaining to said Contract, then this obligation shall be null and void; otherwise, it shall remain in full force and effect.

AND THE FURTHER CONDITION OF THIS OBLIGATION IS SUCH, THAT IF _____ as Contractor, shall fully and faithfully perform work in accordance with the terms of the annexed Contract, and the plans and specifications therein referred to, and provide the materials therein called for, and replace defective work or material for a period of one year after the completion of this Contract, then this obligation shall be null and void, otherwise they _____, as Contractor, and _____, as Surety, jointly and severally agree to pay the Owner the difference between the sum of which the said _____, as Contractor, would be entitled in the completion of the Contract, and that which the Owner, may be obliged to pay for the completion of the work by Contract or otherwise, and agree to pay any damage, direct or indirect or consequential, which said Owner may sustain on account of such work or on account of the failure of said Contractor, properly and in all things to keep and execute the provisions of the Contract.

And the said _____, as Contractor, and _____ as Surety, hereby further bind themselves, their successor, assigns, heirs, executors and administrators, jointly and severally, and agree that they shall indemnify and save harmless and shall pay all amounts, damages, costs and judgments which may be recovered against, and all expense incurred by, the Owner and all representatives of said Owner, from or arising out of all or any suits, actions or claims of any character brought on account of any injuries or damages sustained by any persons or property in consequence of any neglect in safeguarding the work or any such claim arising from any other act, omission, negligence or misconduct of the Contractor, his agents, representatives, servants and employees in the performance of said work or of the repair or maintenance thereof or the manner of doing the same, or the neglect of said Contractor, or agents or servants, or the

improper performance of the said work by the Contractor or agents or servants, or the infringement of any patent rights by reason of the use of any equipment, or material, furnished under the said Contract, and will also pay any damages for delay in performance, as stated in the Contract; further, failure to do so with such person, firms, partnership, or corporation shall give them a direct right of action against the principal and surety under this obligation.

As the said Surety, for value received hereby stipulates and agrees that no change, extension of time, alteration, or addition to the terms of the Contract of the work to be performed thereunder of the plans or specifications accompanying the same, shall in any way affect its obligation on this bond, and it does hereby waive notice of any change, extension of time, alteration or addition to the terms of the Contract or to the work or to the plans or specifications.

Without limiting the effect of any other provision herein contained, this bond is to be construed as a statutory bond under the provision of: _____ as amended to date.

IN WITNESS WHEREOF, the said _____ has caused _____ corporate seal to be hereto affixed, and the presents to be signed in its name by _____, and the said _____ as Surety, has caused _____ corporate seal to be hereto affixed and these presents to be signed in its name by _____

(As to Contractor)

CONTRACTOR (Seal)

Signed, sealed and delivered in the presence of: _____

By: _____ L.S. _____

Title: _____

(As to Surety)

SURETY (Seal)

Signed, sealed and delivered in the presence of: _____

By: _____ L.S. _____
Attorney-in-Fact

APPROVED AS TO FORM

COUNTERSIGNED

By: _____ L.S. _____
Resident Agent

NOTE: If the Principal is a corporation, the bond shall be signed by the President or Vice President, attested by the Secretary and the Corporate Seal Affixed. If the principal is a partnership, the bond shall be signed in the partnership name by one of the partners, either indication that he is a general partner.

SAMPLE LABOR AND MATERIALS BOND

This Bond is issued simultaneously with the performance bond in favor of the Owner conditioned on the full and faithful performance of the Contract:

KNOW ALL MEN BY THERE PRESENTS: that _____
(Here insert full name)

(Address of legal title of Contractor)

as Principal, hereinafter called Contractor, and

(Here insert full name and address of legal title of Surety)

a corporation created existing under the laws of the State of Maryland, hereinafter called Surety, are held and firmly bound unto *The City of College Park, Maryland* as Obligee, hereinafter called the Owner, for the use and benefit of claimants as herein below defined, in the amount of

(Full value of contract price in written words)

for the payment whereof Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS

Principal has a written agreement dated _____, 20 _____, entered into by Contractor with Owner in the sum of _____ which contract is by reference made a part hereof, and is hereinafter referred to as the Contract.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that if, Contractor shall promptly make payment to all claimants as hereinafter defined, for all labor and material used or reasonably required for use in the performance of the Contract, then this obligation shall be void; otherwise it shall remain in full force and effect, subject however, to the following conditions;

1. A claimant is defined as one having a direct contract with the Contractor or with a Subcontractor of the Contractor for labor, material, or both, used or reasonably required for use in the performance of the Contract, labor and material being constructed to include that part of water, gas, power, light, heat, oil, gasoline, telephone service or rental of equipment directly applicable to the Contract.

2. The above named Contractor and Surety hereby jointly and severally agree with the Owner that every claimant as herein defined, who has not been paid in full before the expiration of a period of ninety (90) days after the date on which the last of such claimant's work or labor was done or performed, or materials we furnished by such claimant, may sue on this bond for the sue of such claimant, prosecute the suit to final judgment for such sum of sums as may be justly due claimant, and have execution thereon. The Owner shall not be liable for the payment of any costs or expenses of any such suit.

3. No suit or action shall be commenced hereunder by any claimant:

a) Unless claimant, other than one having a direct contract with the Contractor, shall have given written notice the Contractor, the Owner or the Surety above named, within ninety (90) days after such claimant did or performed the last of the work or labor, or furnished the last of the materials for which said claim is made, starting with substantial accuracy the amount claimed and the name of the a party to whom the materials were furnished, or for whom the work or labor was done or performed. Such notice shall be served by mailing the same by registered mail or certified mail, postage prepaid, in an envelope addressed to the Contractor, Owner and Surety, and any place where an office is regularly maintained for the transaction of business, or served in any manner in which legal process may be served in the state in which the aforesaid project is located, save that such service need not be made by a public officer.

b) After the expiration of one (1) year following the date on which Contractor ceased work on said Contract, it being understood, however, that if any limitation embodied in this bond is prohibited by any law controlling the construction hereof such limitation shall be deemed to be amended so as to be equal to the minimum period of limitation permitted by such law.

c) Other than in a state court of competent jurisdiction in and for the County or other political subdivision of the state in which the project, or any part thereof, is situated, or in the United States District Court for the district in which the Project, or any part thereof, is situated and not elsewhere.

4. The amount of this bond shall be reduced by and to the extent of any payment or payments made in good faith hereunder, inclusive of the payment by Surety of mechanics' liens which may be filed or recorded against said improvement, whether or not the claim for the amount of such lien be presented under and against this bond.

Signed and sealed this _____ day of _____, 20

IN THE PRESENCE OF:

(Principal)

(Seal)

By: _____

Title _____

(Surety)

(Seal)

By: _____

Title: _____

CITY OF COLLEGE PARK, MARYLAND
Request for Bid Proposals CP-16-01
Public Works Modular Building

EXHIBIT A

1. General Building Specifications with attached Division 8 and 9, Finish Schedule and Door Schedule
2. Suggested Floor Plan, dated 09/08/15, sheet no. A-2
3. Foundation Section
4. WSSC Fire Flow Test Results
5. Topographic and Boundary Work Sheet, dated 9/5/01, file no. 23-068-08012
6. Preliminary Site Plan dated 10/14/13
7. Utility Location Plan, dated 9/5/01, file no. 23-068-08012